

3 November 2020

Dear Parents/Carers,

Following my email inviting you to attend our **Virtual Sixth Form Parent Teacher Consultation Evening on Wednesday 4 November 3pm-6pm**, I am writing to you with further details of how you will access your appointments on the evening.

Your child should be booking meeting with their subject teachers and recording them on the Booking Forms available to them in Sixth Form and attached on my previous email. We have advised students that they should be leaving 5 minutes 'virtual travel time' between appointments to ensure that the schedule runs to time.

To facilitate the meeting we will be using our school webpage and Microsoft Teams.

The webpage for the evening will be going live on Wednesday and you will be able to access it from the school's homepage at www.thebourneacademy.com. We will send you a direct link on Wednesday morning. The webpage will provide you with access to all of your appointments. You will be able to see an image and the name of all teachers including their subject and then click through to your appointment via a link. This will then open up your Microsoft Teams appointment. Once your Microsoft Teams appointment has been opened you will be held in a lobby until your appointment time.

Please be aware that the webpage will host all teaching staff available on the evening, however you will only be able to meet with a teacher at your booked time.

Please Note:

- All meetings are recorded for quality assurance and monitoring purposes
- Your child should attend the meeting with you where possible
- Please ensure you attend the meeting ahead of your meeting time where you will be held in a lobby before being admitted to the meeting
- Meetings will run to a maximum of 5 minutes, should any further queries arise then we will ensure an additional meeting is scheduled with the relevant member of staff

Principal: Mr Mark Avoth

The Bourne Academy, Hadow Road, Bournemouth, BH10 5HS | Tel. 01202 528554 | admin@thebourneacademy.com

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- We have attached a guide to support you with your use of Microsoft Teams

Should you have any general queries regarding Sixth Form Mr Taafe Head of Sixth Form will be available throughout the evening and meetings can be booked by contacting

dean.taafe@thebourneacademy.com

Should you have any queries about UCAS applications, University or future training or careers then Mrs Woodings Head of Careers and Aspirations will be available by

contacting vicky.woodings@thebourneacademy.com.

We look forward to welcoming you to the PTC online.

Yours sincerely

Jonathan Perkins

Assistant Principal

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