

1 December 2020

Dear Parent/Carer,

I am writing to you with a reminder about our Online Parent/Carer Teacher Consultation Event on Wednesday 2 December 3pm-6pm.

Your child should begin booking meetings with their subject teachers and recording them on the booking sheet on Page 25 of the planner. We have advised students that they should be leaving 5 minutes 'virtual travel time' between appointments to ensure that the schedule runs to time. Please identify with your child a timeframe to book appointments in.

To facilitate the meetings at the PTC we will be using our school webpage and Microsoft Teams.

On the webpages you will see images and names of teachers and be able to click a link through to your meeting at your booked time slot. 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. The webpage will go live on the morning of the PTC and we will send you a direct link to the page on Wednesday next week. The page will also be available through the school homepage at www.thebourneacademy.com.

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. If you do not have access to a smart phone, tablet or computer then please do book appointments and you will find a telephone number on the PTC page with a code to allow you to dial into your meeting from any phone.

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

At this point in the school year, in 'normal' conditions, we would be inviting you into the Academy to discuss your child's progress in Year 9. Meeting with you face to face is an important part of how we

Principal: Mr Mark Avoth

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work together to keep you informed and support your child to flourish. We are looking forward to one day being able to safely invite you into school. In the meantime we will do all we can to ensure that you feel informed and involved with this important time in your child's education.

Yours sincerely

Mr J Perkins

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