



18<sup>th</sup> January 2022

Dear Parent / Carer,

**RE: Year 13 Parent/Teacher Consultation Evening, Wednesday 2<sup>nd</sup> February 2022**

This letter is to inform you of the arrangements for the Year 13 Parent/Teacher Consultation Evening to be held on Wednesday 2<sup>nd</sup> February between 16:00 – 19:00.

The evening will provide your opportunity to discuss your child's progress in all subjects with their teachers. It is essential that your child attends the discussion with you to maximise the impact of the conversation with their subject teacher.

Following the success and positive feedback regarding the online PTC's last year we are continuing with the system however the evening will take place via the online PTC video call rather than Zoom as this will make the evening simpler for you to access. **One change is that appointments will be limited to 5 minutes so no appointments can overrun and there will be no delays to the evening.**

Please see following instructions to access appointments on the 2<sup>nd</sup> February:

1. Click on the link in your appointment confirmation email or sign into the Bournside Parents Evening system [here](#)
2. Click or tap on the green Join Video Appointments button
3. Ensure you allow access to your camera and microphone if prompted
4. A video window will appear
5. Click or tap on the blue Proceed to Video Call button near the bottom of the screen
6. A countdown to your next appointment will appear
7. Click or tap on the Start Appointment button when it appears

Appointments can be made via the online portal that is found [here](#). The appointment portal will **go live on Tuesday 25<sup>th</sup> January**. Here you will need to log in using your details followed by your child's name and date of birth. We advise leaving five-minute gaps between your appointments to allow for you to leave one appointment, have a conversation regarding the meeting just held before joining your next one. You will be emailed an appointment list upon completion that can be used on the evening to ensure you know which teachers you are seeing and at what time. It is therefore important that the email address you enter is correct. If you have any issues with logging into the system, please email [itservices@bournside.gloucs.sch.uk](mailto:itservices@bournside.gloucs.sch.uk)

Appointments can also be made on the online booking system with the SEND/Support team.

If you find that you are unable to make an appointment with a teacher and would like specific information from them, then please contact them via email and they will be pleased to answer your questions.

Yours sincerely,

**Mr K Warren**  
**Head of Sixth Form**