



Meadowhead School

Academy Trust

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AEV/SGI

September 2020

Dear Parent/Carer,

RE: Year 7 Virtual Setting In Evening

We are writing to invite you and your child to our *Year 7 Virtual 'Settling in' Evening* on **Thursday 8th October from 4:30pm until 6:30pm**.

This year we are having to do things very differently so the appointments made will be virtual. All families should book a 4 minute appointment with their child's Form Tutor. We anticipate full representation from all families, but if you are unable to access the appointment in any way then we will look to have a telephone conversation with you instead.

We are using an online appointment booking system which allows you to choose your own appointment time with your child's form teacher - you will then receive an email confirming your time.

To book your appointment - Appointments can be made from 6:00pm on Monday 28th September until midnight on **Monday 5th October**.

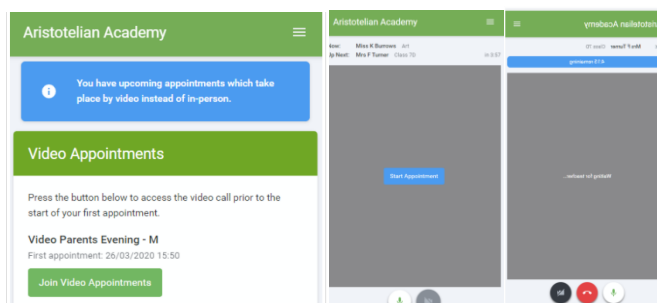
To book appointments please visit <http://meadowhead.parentseveningsystem.co.uk>

(A guide on how to add appointments is also attached to this email.)

Login with your name, Student's First Name, Student's Surname, Student Date of Birth.

On the evening

Allow yourself time to login in advance to the system, which can be found at <http://meadowhead.parentseveningsystem.co.uk>, or by following the link in your booking confirmation email. Click on "Join Video Appointments" to open the video call screen. Next, click on "Start Appointment" and you will be taken to the call screen to await your teacher, who will connect at the appointment time. You will see a countdown on the screen to show you how much time you have left.



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Requirements

In order to make video calls you need to have as a **minimum**:

- a device with a microphone and speaker
- a compatible web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We would **recommend**:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Thank you for your quick response and continued support.

Yours faithfully



Ms Angie Evans
Head of Year 7