



Meadowhead School

Academy Trust

Dyche Lane
Sheffield
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Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
Tamsin Woodward

November 2020

Dear Parent/Carer

We are writing to invite you and your child to our Virtual Year 13 Parents' Evening on **Thursday 26th November from 4.30pm until 6.30pm**. The evening will be a virtual, there are instructions about how to login below. If you are unable to join please ask another family member to join on your behalf with your son/daughter.

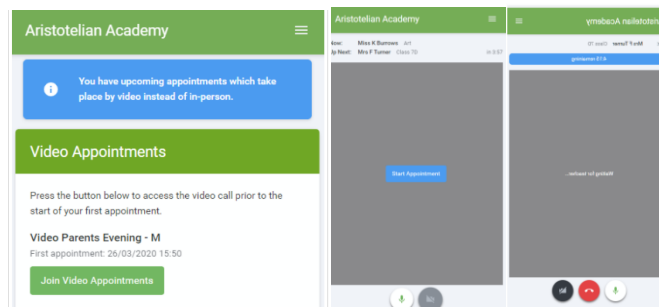
Appointments can be made from **Monday 16th November 6.00pm until midnight on Wednesday 25th November**. Please check on the accompanying attached list which members of staff you should be making appointments with.

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

Login with your name, Student's First Name, Student's Surname, Student Date of Birth. If you are struggling with this process, please contact the Sixth Form Office on 01142372723 ext 716.

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 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.



Requirements

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

- a device with a microphone and speaker

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- 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:**

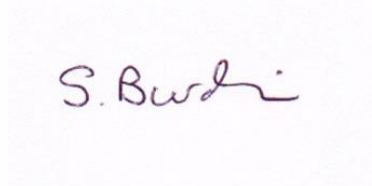
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Thank you for your quick response and continued support.

Yours faithfully

A handwritten signature in dark ink, appearing to be 'Fay Robinson', written on a light-colored background.

Ms Fay Robinson
Head of Y13

A handwritten signature in dark ink, appearing to be 'S. Burdekin', written on a light-colored background.

Mrs Burdekin
Head of Sixth Form