



Meadowhead School

Academy Trust

Dyche Lane
Sheffield
S8 8BR

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Headteacher
Kam Grewal-Joy
Deputy Headteachers
Steve Bacon
Tamsin Woodward

December 2020

Dear Parent/Carer

We are writing to invite you and your child to our Virtual Year 12 Parents' Evening on **Thursday 14th January 2021 from 4.30pm until 6.30pm**. The evening will be virtual, and 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.

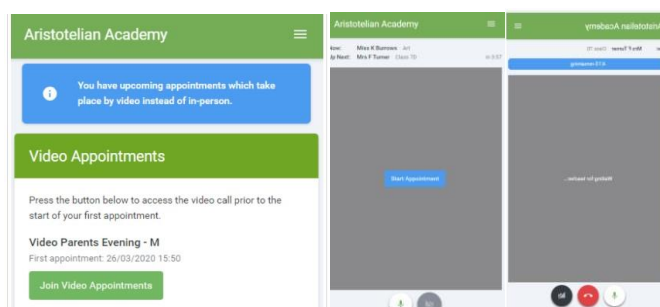
Appointments can be made from **Monday 4th January 6.00pm** until **midnight** on **Wednesday 13th January**. Please check on the accompanying attached list which members of staff you should be making appointments with.

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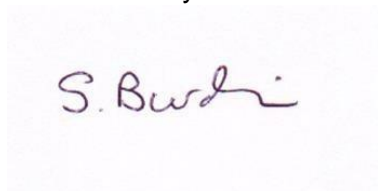
- a compatible web browser: **iPhone/iPad:** Safari **Android:** Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

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 response and continued support.

Yours faithfully

A handwritten signature in purple ink that reads "S. Burdekin". The signature is written in a cursive style and is centered within a light purple rectangular box.

Mrs S Burdekin
Assistant Headteacher
Head of Sixth Form