



**Meadowhead School**

**Academy Trust**

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**Headteacher**  
*Kam Grewal-Joy*  
**Deputy Headteachers**  
*Steve Bacon*  
*Tamsin Woodward*

January 2021

Dear Parent/Carer

We are writing to invite you and your child to our Virtual Year 11 Parents' Evening on **Thursday 28<sup>th</sup> 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.

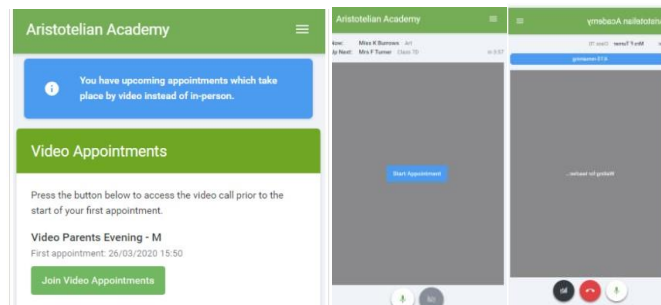
Appointments can be made from **Monday 18<sup>th</sup> January 6.00pm** until **midnight** on **Wednesday 27<sup>th</sup> January**.

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 email [datateam@meadowhead.sheffield.sch.uk](mailto:datateam@meadowhead.sheffield.sch.uk).

**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.



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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 response and continued support.

Yours faithfully

Mr G Hill  
Head of Y11