



**Meadowhead School**

**Academy Trust**

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

September 2021

Dear Parent/Carer,

**RE: Year 7 Virtual Settling In Evening**

We are writing to invite you and your child to our *Year 7 Virtual 'Settling in' Evening* on **Thursday 14<sup>th</sup> October from 4:30pm until 6:30pm.**

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.

Please note, it is possible for two separate households to join from different locations to access one appointment if required. If you wish to do this, please see the "Inviting another parent/guardian to join your appointments" section in the guide here: <https://mhsch.uk/parentseveningsupport>

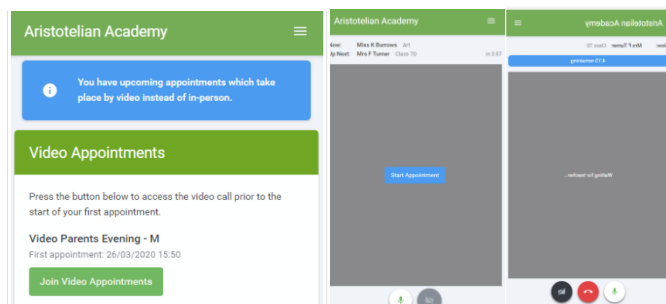
We are using an online appointment booking system which allows you to choose your own appointment time with your child's form teacher - you will then receive an email confirming your time.

Appointments can be made from **6:00pm on Monday 4<sup>th</sup> October** until **midnight on Wednesday 13<sup>th</sup> October.** To book appointments please visit <http://meadowhead.parentseveningsystem.co.uk> (A guide on how to add appointments is included on the reverse of this letter.)

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

Mr Cooper  
Head of Year 7