

5 January 2024

Dear Parent/Carer

Year 11 Parents'/Carers' Evenings 15 and 17 January 2024 4pm – 6.30pm Video Appointments

I would like to invite you to 'virtually' attend our Parent/Carers' Evenings on Monday 15 and Wednesday 17 January. This will be an opportunity for you to meet with your child's subject teachers to discuss their progress or any concerns you or the teachers may have. Different teachers are available on each of the two evenings, depending on their teaching days and other commitments, which means you are likely to need to use both days to see all teachers. If a teacher is marked as unavailable for one day, then please check the alternative date for a vacant slot.

The school uses a very straightforward online appointment booking system, which enables these appointments to take place via video link. You choose your own 5 minute slots with teachers (or ask the system to automatically generate them) and receive an email confirming them. The booking system forces a 5 minute break between the appointments you make, so that you have time to process what you have heard and prepare for the next conversation. However, in order to fit sufficient appointments in to the time available, teachers do not have these gaps and normally need to go directly from one appointment to another. This means that teachers will need to be very focused in their feedback and to draw the conversation to a close within the last minute of the appointment in order to have a short gap between conversations. If this does not happen the system will end the appointment abruptly at the scheduled time and this time cannot be extended. If further discussion, in exceptional cases, is necessary the teacher will arrange to follow up by email or telephone.

Appointments can be made from Monday 8 January at 08.00. We recommend one set of appointments is made per student. Please visit <https://smrt.schoolcloud.co.uk> to book your appointments (a short guide on how to add appointments and access the video connection is alongside this letter on the website). The system works effectively on computers and smartphones using up to date web browsers such as Chrome, Edge, Safari or Firefox. To log in to the system, you will need the following information for your child:

- Preferred Forename
- Preferred Surname
- Date of Birth

Should you have any queries or are unable to make online appointments, please contact Mrs Williams, Pastoral Administrator on 0117 377 2100 ext 216 or at williamsk@smrt.bristol.sch.uk. If one of your chosen teachers has run out of appointments and you would like feedback, please contact Mrs Williams who will pass on your request.

Where teachers do not work either of the days allocated to this event this has been indicated on the system and those teachers will make contact with you directly by email with some feedback. If teachers are unable to carry out their appointments because they are unwell this will either be indicated on the system at the point of booking, or you will be made aware of this with an email update.

Some of you may have the option to book an appointment with the SEN Co-ordinator Mrs Pippa Whittaker or Mrs Michelle Parsons, Deputy SENCo, via the online booking system but if this is not visible as an option and you would still like to speak to Learning Support then please request this via Mrs Williams.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'K Duzniak', written over a faint horizontal line.

Mrs K Duzniak
Interim Deputy Headteacher