



Dear Parent/Carer,

Year 11 Parents' Evening: Tuesday 19th January 2021, 3:45pm - 6:15pm

We very much hope you will be able to attend our Year 11 Parents' Evening on Tuesday 19th January, to discuss your child's work and progress.

Due to the current COVID-19 restrictions, this year we will be running the evening remotely with video calls using individually booked appointments with each teacher. Each appointment will last five minutes, and the video-calling facility will start and end each appointment promptly.

Using the online Parents' Evening system is easy, you will need to just follow the following guidelines.

- Visit www.moorsidehigh.com then click the Parents tab, Parents Evening and you will be taken to the Parents Evening System.
- Select the Parents' Evening you wish to book for. The easiest way to make all your bookings for the evening on the system is by selecting the automatic booking mode first. This will allocate you slots with all your child's teachers automatically. You can then amend any automatic bookings made if you wish. If you prefer, you can manage all your bookings manually by selecting an individual appointment with each teacher.
- Bookings for appointments will **open at 5pm on Tuesday 12th January and close at 2:30pm on Tuesday 19th January**. Please note that bookings are made on a first-come, first-served basis.
- Once you have completed your bookings, you will be sent a confirmation by email. Please click [Subscribe to Calendar](#) to add your bookings to your calendar.

Further information about how to attend your video appointments will be sent nearer the time. In advance of that, please make sure you have access to a microphone, speaker and web browser. Ideally, you should also have a webcam or camera; a smartphone with a front-facing camera would be suitable.

If you are having trouble logging in or have any other queries relating to parents evening, including help with making or amending bookings please email info@moorsidehigh.com

We look forward to seeing you on the 19th January and hope you find the evening productive and helpful.

Yours faithfully

Mrs H E Ryles-Dean
Deputy Headteacher