



Dear Parent/Carer

Year 11 Parents' Evening: Tuesday 19th January 2020, 3:45pm – 6:15pm

We are very much looking forward to welcoming you to our virtual Year 11 Parents' Evening on Tuesday 19th January, to discuss your child's work and progress.

As you are aware 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.

The booking system is now open for you to access, please follow the following guidelines below to access the system:

- 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 are now open - 5pm Tuesday 12th January, they will 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.

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 19th January and hope you find the evening productive and helpful. Please do be mindful that staff may experience technical issues on the evening. If this does happen, staff will aim to contact you via phone before the end of the week, but we are hopeful this will not be the case.

Yours faithfully

Mrs H E Ryles-Dean
Deputy Headteacher

