



Dear Parent\Carer

Year 7 Virtual Parents' Evening 22nd April - Bookings available via Edulink

I would like to invite you to attend our Year 7 Virtual Parents' Evening on **Thursday 22nd April**. This is an important evening and provides you with the opportunity to meet (virtually) your child's teachers to discuss his/her progress to date this academic year.

Appointments can be booked on our school online parent platform Edu link from Thursday 1st April at 18:00. The booking system will close on Thursday 22nd April at 12:00. Teachers who may wish to see a specific student will also make appointments via the online system and where this is the case you will be notified by email. If the time allocated is not convenient, please contact the member of staff directly.

Please visit <https://www.edulinkone.com/> to book appointments. A link is also provided on our school website. Edulink provides an online appointment system which allows you to choose your own appointment times with teachers. **The platform of Zoom will then be used to host these virtual meetings and it is expected that your child attends with you.** It is vital that your display name on your device is accurate so that you can be identified by members of staff on joining the meetings. If this is not obvious please book in with your Child's name on Edulink. Conversations will be kept to a 5 minute schedule and will focus on academic progress and subject specific target setting only. Any issues relating to attendance or behaviour will have been addressed by other forms of parental/carers engagement.

On the **Wednesday 21st April**, you will receive notification to access the links/codes for each member of staff by email and they will also be available on the 'Notice Board' on Edulink. You will need to join these meetings and wait in the virtual waiting area before being admitted at your allocated time slot. **It is highly recommended that you leave at least 5 minutes between appointment to allow for the logging in and out of meetings to occur. We apologise for this inconvenience but feel this is the only way we can offer a parent/teacher consultation in the current climate.**

An email containing account credentials and instructions for Edulink has already been sent to all parents. If you have not received this email or you are having any difficulty gaining access to make a booking, then please can you contact our ICT support by email at the address help@willingdonschool.org.uk or direct by phone on **01323 481100** during the working hours of 08:00 to 16:00.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf and this could include a phone call. We value parent feedback and will circulate a Google Form on **Friday 23rd April** to give parents the opportunity to voice their opinions and inform us of any requests to contact teachers they were unable to book appointments with. Please return this by 3pm, **Monday 26th April**.

Yours sincerely

Mrs L Naylor / Miss B Marshall
Directors of Student Progress for Year 7



How to book an appointment?

1. Log into EduLink and select Parents Evening.



2. Select any available time slot to confirm booking.



3. Codes available on Notice Board for Year 7 only.

