



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

October 2021

Official Sensitive

Dear Parent/Guardian

Year 11 Parents' Evening

You will shortly be receiving your child's first progress report for Year 11. Directly following this, we will be running Year 11 Parents' Evening. To ensure that every student is able to get an appointment time with their class teacher we have split the evening over two nights, Wednesday 20 October and Thursday 21 October. Both of these evenings will start at 4.00pm and finish at 7.00pm and will be carried out virtually using our remote Parents' Evening appointment system. **The system will go 'live' from 6.00 pm today, 15 October.** Video appointment times are booked in five minute slots and parents will log on using the following information:

- Browse to hedingham.parentseveningsystem.co.uk
- Enter your details with email address and your child's details (please use your child's preferred forename and surname)
- Press the Log in button and follow the instructions
- You will be able to 'auto-book' appointments between specified times, or manually select the teachers/subjects you wish to have appointments with
- You will also see which evening your child has been allocated onto (I side of the year – Wednesday 20 October, Z side of the year Thursday 21 October)
- Once you have completed the process, a confirmation email will be sent and you will be able to print the appointment times chosen

On the respective evening, simply log back onto the system (as above) and select the button that says 'Join video appointments', this will request the use of your webcam, microphone and speakers, please allow this. The video appointments work best on a laptop or desktop computer with a webcam, but do also work on mobile devices (if required). Your appointments will start at the exact time booked.

During these appointments a timer will be shown displaying a countdown from the start of the meeting, each meeting time is set at five minutes long. At the end of the five minutes the meeting will automatically end and you will be put into the queue for your next meeting which will start after one minute.

In addition to Parents' Evening, Mr Finch, Deputy Headteacher, has recorded a Year 11 Parental information video which outlines some of the messages we have given Year 11 students, as well as details of where support is available during this important year. Also contained in this video is an overview of the recent Ofqual announcement in regard to the intentions for Summer examinations 2022. It would be beneficial to watch the recording prior to Parents' Evening so to generate a contextual overview. The recording is available through our website or via the following link: [Parents' Evenings - Hedingham](#)

Parents' Evenings are a fantastic opportunity to speak directly to your child's class teachers and gain an insight into what and how your child is doing in their subjects; we encourage parents/guardians to book as many appointments as you feel would be helpful. If you have any further questions or issues surrounding Parents' Evening, please ring the school and they will direct your query to the relevant person.

Yours sincerely

Mr R Daniels
Assistant Headteacher

Headteacher • Andrew Harvison BSc (Hons) PGCE NPQH

Yeldham Road • Sible Hedingham • Essex • CO9 3QH • Telephone 01787 460470

e-mail: enquiries@hedingham.essex.sch.uk • Website: www.hedingham.essex.sch.uk • Registered Company No. 8330173

