

22nd November 2021

Dear Parent/Carer

Year 7 Parent Consultation Evening

I would like to invite you to attend our virtual parental consultation evening on Thursday 9th December between 4-7pm. The evening will provide parents/carers with the opportunity to discuss progress towards Year 7 targets, current & projected attainment and next steps with subject teachers

With the ongoing Coronavirus restrictions, we will be hosting the evening through the web package https://seahavenacademy.schoolcloud.co.uk/ Parents/carers can access the system to make appointments from Thursday 2nd December (4pm) until 9th December (12pm). Appointments will be scheduled for 6 minutes; this is broken down into a 5-minute appointment and 1-minute changeover time. All appointments will automatically end after the 5-minute time period.

To make appointments the following information will be needed:

Your Title, Name and Surname (These must match the details held by the school) Your email address
Student First Name, Surname and Date of Birth.

All appointments will be held via video call and parents/carers can attend the appointment through any smart phone, tablet, laptop or computer providing it has a microphone.

Initially each parent will be restricted to making 7 appointments with subject teachers to ensure that all parents can engage positively in the evening. Should further appointments be available we will open the booking once again 24hours prior to the start of the evening.

To support parents/carers in registering, setting up appointments and attending on the evening please see the user guides on our school <u>website</u>. Should you need any further assistance, please do not hesitate to contact the school office.

Yours Sincerely

Mr L Honeybourne Assistant Head Teacher

