



10 January 2022

Dear Parent/Carer

**Y9 Virtual Parents' Consultation Evening – Thursday 3<sup>rd</sup> February 2022, 16:30 to 19:00 – Online Appointment Booking**

We would like to invite you to attend our **Virtual Parents' Evening on 3<sup>rd</sup> February 2022**. This is an important evening and provides you with an opportunity to speak with your child's teachers to discuss their progress so far. The appointments will last for 5 minutes.

The school has an easy to use online appointment booking system. This allows you to choose your own times with teachers and you will receive an email confirming your appointments. Some students will have appointments pre-allocated by teaching staff; these will appear on your booking form as you login.

Appointments can be made from **Thursday 27<sup>th</sup> January 2022 at 7pm and will close at 09:00am on Monday 31<sup>st</sup> January 2022**. Should you wish to make any changes after this date please contact Cindy Thatcher on 01491 683389, [cthatcher@langtreeschool.com](mailto:cthatcher@langtreeschool.com) .

Unfortunately, we do not have the capacity to arrange appointments for everyone and we ask that you only make one appointment with each teacher, even if they teach your child two subjects. This teacher will be able to speak to you about both classes during the one appointment. However, we would like to remind you that if you have any concerns at any point in the year, then please do make contact with your child's teacher, tutor or Head of Year.

If you are unable to attend the Parents Consultation after you have made an appointment, please could you let us know. If this is the case, we will be able to use that appointment slot for another student and we will try to make contact with you at a mutually convenient time.

Your child will bring a paper copy of this letter home with your personal login details on Monday 24<sup>th</sup>, if they are absent from school that it the letter will be posted to you.

Please visit <https://langtree.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments and log on for the video appointments can be found on Langtree's website and will be emailed to you.

Login with the following information:

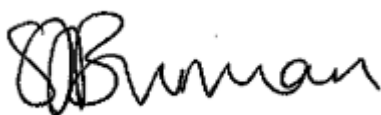
Parent Title:  
Parent First Name  
Parent Surname

Student's First Name:  
Student's Surname:  
Student's Date of Birth:

On the evening of your bookings, you will need to log into the system at: <https://langtree.parentseveningsystem.co.uk> via your PC, laptop, iPad, phone, etc. You will need to ensure your microphone and audio is turned on. A reminder of this link will be emailed to you the day before.

If you do not have access to the internet, or you have any questions about how to use the software, please contact Cindy Thatcher, details above who will be happy to add appointments on your behalf.

Yours sincerely

A handwritten signature in black ink that reads "S Burman". The signature is written in a cursive style with a large, stylized initial 'S'.

Ms. S Burman

Deputy Headteacher