



23 January 2023

Dear Parent/Carer

Virtual Y11 Parents Consultation Evening – Thursday 23rd February 2023, 16:30 to 19:00

I would like to invite you and your child to attend our **virtual Parents' Evening** on Thursday 23rd February 2023. This is an important evening and provides you with an opportunity to meet your child's teachers to discuss their progress during their final year at Langtree. It is important that your child also attends the meeting so that they can hear key messages directly and ask any questions. You will have experienced a virtual parents' evening last academic year, we decided to use this format as it offers a more private, quiet space for conversations to take place.

The school has an easy to use online appointment booking system. Dr Thatcher will be emailing you shortly with details on how to make the appointments. Our system allows you to choose your own appointment 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 **19:00 Monday 13th February 2023 to 09:00 Monday 20th February 2023**. Should you wish to make any changes after this date please contact Dr Thatcher on either 01491 680514 or cthatcher@langtreeschool.com. Please do contact Dr Thatcher if you have any concerns about the logging on process.

Due to time constraints of the evening we ask that you ***only make one appointment with any 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. If you do feel you need more time with any teacher, please let me know and we can arrange additional time on another day.

If you are unable to attend the Virtual 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.

Please visit <https://langtree.parentseveningsystem.co.uk> to book your appointments. (Short guides on how to add appointments and attend virtual meetings are on Langtree's website and will be emailed to you.) Login with the following information:

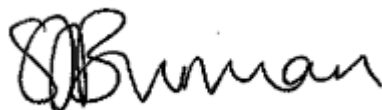
Parent Title:
Parent First Name
Parent Surname

Student's First Name:
Student's Surname:
(*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.

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, appearing to read 'S Burman', with a stylized initial 'S'.

Ms. S Burman
Deputy Headteacher