

13th December 2025

Dear Parent/Carer

Year 13 Video Call Progress Evening: 3.45pm – 7:10pm Thursday 16th January 2025

You and your child are invited to our forthcoming **Year 13 Video Call Progress Evening** where you will be able to speak with subject teachers on **Thursday 16th January 2025**.

Appointments last for five minutes and are being held "virtually" as a video call. They can be booked using our online parent's evening booking system. There is a new feature now enabling you to invite others to join your appointments. The appointments are available between 3.45pm – 7.00pm. You will receive an email confirming your appointments and log in instructions.

The booking system will be open for you to make appointments from **6pm** *Friday* **13**th *December* **2024** *until* **11pm** *Tuesday* **14**th *January* **2025.** If you wish to make a change after this date please contact the school office.

The Booking System, and the video calls, can be accessed via our school website, no password is required, visit <u>https://brookvalegroby.com/progress-evenings/</u> Clicking on this link takes you to the Booking System screen.

Log-in with the following information:

- Student's Preferred First Name
- Student's Preferred Surname
- Student's Date of Birth (in full i.e. dd/mm/yyyy)

<u>Guides on Part 1: How to book an appointment</u> and <u>Part 2: How to connect to your video call</u> <u>appointments</u> can be accessed from the school website at <u>https://brookvalegroby.com/progress-</u> <u>evenings/</u> Please familiarise yourself with "how to connect" before your appointment.

If you do not have access to the internet, please contact the Campus on T: 0116 287 9921 and select Ext: 286 to leave a message or email <u>reception@brookvalegroby.com</u>

Yours sincerely

W.A.

Will Teece Headteacher