

# Edward Peake C of E (VC) Middle School

Federation Headteacher: Miss Z J Linington

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16 October 2020

Dear Parents/Carers

## Meet the Tutor Evening 21 October 2020

I would like to invite you to attend our rearranged virtual Meet the Tutor Evening on Wednesday 21 October from 4.00pm to 7.00pm. This evening has been rearranged due to Mr Jackson being unwell on the original evening. This is an important evening which provides you with an opportunity to meet your child's class teacher virtually and discuss their start to school this academic year. There will be an opportunity to meet subject teachers later in the year to discuss your child's progress in individual subjects.

Appointments can be booked online using the parent booking system. Once booked, an email will be sent confirming your appointment. **All appointments will be held via a video meeting.** Your video meeting with your child's form tutor can be accessed via the school's booking system through which you made the appointment.

In order to access video meeting you will need the following:

- a device with a microphone and speaker
- a compatible web browser:
  - iPhone/iPad: Safari
  - Android: Chrome or Firefox
  - Windows: Chrome, Firefox or Microsoft Edge
  - Mac: Safari, Chrome or Firefox
  - Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

If you do not have access to a suitable device, please contact the school office to request an email or telephone call from your child's form teacher instead.

Appointments online can be made from Friday 16 October and will close on Wednesday 21 October at midday. Should you wish to make any changes after this date, please contact the school office.



There is a link on our school website to our booking system or alternatively visit <https://edwardpeake.parentseveningsystem.co.uk>.

To login please use the following information:

Parent Title and Surname

Child's First Name

Child's Surname

Child's date of birth

Detailed information on how to access your video appointment via the booking system is attached to this letter. Please be aware that video appointments will run to a strict timing and the meeting will end at the allotted time even if you arrive late to the meeting.

If you are having problems booking an appointment, please contact the school office who will be happy to assist.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Zoige', written over the printed name.

Miss Z J Linington  
Federation Headteacher