



HOUGHTON REGIS ACADEMY

Principal: Mr S White

PA to the Principal: Mrs J Bradley

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15th April 2021

Dear Parents/Carers,

Academy Parent Day Thursday 29th April 2021 9.00-6pm.

You are invited to attend a virtual online parent consultation event which will take place during the day on **Thursday 29th April**. This will give you an opportunity to discuss with subject teachers the progress your child is making and how they have performed in the recent assessment that has taken place. Students will not be expected to be on site on the day, but work will be set for your child to complete in line with the subjects they are timetabled to have on the day. The work will be on the website for the students to complete.

This year due to restrictions on face to face meetings the consultation event will take place using an online "video appointment" system. This event will be held during the day between **9.00am and 6.00pm**. All appointments are five minutes in duration. It is vitally important that you are logged on shortly before your appointment slot as teachers are unable to delay the appointment. Please be aware that the appointment will end automatically at the end of the allocated time. This is a new approach for the school, and we will provide an opportunity for feedback after the event. The appointment system will automatically show you which teachers you can make appointments with and their availability.

The process for making appointments is relatively straightforward with no software or applications to download and meetings can be kept using smartphones, tablets, or laptops and can be made with or without video function. Once appointments have been made you will be sent an email to confirm the times and dates. You will also be able to change or cancel appointments if circumstances change.

Please book your appointments on the online system, you can do this by logging on to:

HRA.parentseveningsystem.co.uk

To access a tutorial for parents to learn how to make appointments and attend the meetings, please use this link: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. Please take the time to watch the tutorial and book your appointments.

Booking for all parent appointment will be open on **Wednesday 21st April 9.00am to Tuesday 27th April 9.00am**. Once appointments have been made you will be sent an email to confirm the times and dates. You will also be able to change or cancel appointments if circumstances change.

If you are unable to make appointments using this system, please contact the school office for assistance.

We are looking forward to meeting you.

Yours sincerely,

Mrs P Sidhu
Vice Principal

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