



Great Marlow School

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EXECUTIVE HEADTEACHER

Mr K Ford

HEAD OF SCHOOL

Mr G Pendlebury

12th November 2024

Dear Parent/Carer

Year 7 Virtual Parents' and Carers' Evening – Monday 25th November

I would like to invite you to attend your first Virtual Parents' and Carers' Evening with Great Marlow School on **Monday 25th November** between 3:30pm and 7.30pm.

This is an important evening and provides you with an opportunity to meet, remotely, with your child's subject teachers. For parents and carers of Year 7 students, this is your first formal opportunity to find out how your child has settled into school life at Great Marlow School and provides a valuable opportunity to discuss your child's progress and attitude to learning in the first term. I would also like to add that while parent and carer evenings are invaluable opportunities to obtain this feedback, please feel free to contact your child's teachers directly if you have any questions or to discuss your child's progress at any stage throughout the school year.

The Booking System

The school has an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Wednesday 13th of November at 6pm and will close on Wednesday 20th November at 3pm**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://greatmarlow.parentseveningsystem.co.uk/> to book your appointments, a short guide is on the system if you have any problems. Login with the following information:

- Parent/Carer Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

Other information about the online booking system:

- To manage capacity of the online system, parents and carers **may book up to 8 appointments** with subject teachers. We are aware that there are a limited number of slots for each member of staff and sometimes there are no appointments available.
- Please add your name to the waiting list for that member of staff. Alternatively, if an appointment does not become available, the member of staff will be in touch to discuss the progress of your son or daughter.
- In the same way we are aware that limiting the number of appointments you can make to 8, means that you cannot make appointments with all your child's teachers on the evening.

- Please email any teachers directly if you are not able to meet with them on the evening and would like to discuss your child's progress.
- In the event of any technical issues, we are unlikely to be able to rearrange the appointment on the evening, as most teachers will have 25+ appointments at 5-minute intervals throughout the evening. The member of staff will, however, contact you after the event to organise a mutually convenient time for the appointment.
- Please be aware that after 5 minutes the appointment will automatically end, there will be a countdown, but it can feel a little abrupt. The teacher is automatically moved to the next appointment by the online system.

To find out more information about how to use PES, including logging on and inviting another adult into a meeting can be found on the school website via this link: <https://gms.bucks.sch.uk/parents-carers/parents-evening-system/>

Staff appointments

You may find that you are unable to make appointments in certain subject areas - this could be due to a number of factors, such as part time staff not working on the day of the parent/ carer evening and / or staff who were responsible for a teaching group now being on maternity leave and the new member of staff having limited knowledge of the group at this point in the academic year.

In addition, there will be no appointments available for RSHE with your child's form tutor. There are no Computing and Citizenship appointments due to the limited amount of time that students have had in these lessons to date and the number of students that teachers in these subjects teach. If you have any issues or concerns in these areas, please do email the teachers directly.

The Virtual Parents' and Carers' Evening

The virtual system is very simple and will connect you to your meeting automatically:

- Please could you make sure that you have connection to the internet and a microphone on the laptop/computer that you will be using.
- Alternatively, you can use your mobile phone to connect to the meeting which is the easiest method of connecting.
- All meetings are done through a web browser so there is no app to download or install.
- Please note that some teachers may choose to communicate using the audio function only.
- We advise that you are aware of the environment from which you are communicating and do log in on the website in advance.
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Please visit: <https://gms.bucks.sch.uk/parents-carers/parents-evening-system/> on the evening of your meeting to join your meetings.

Login with the following information:

- Parent/ Carer Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

I hope this evening runs smoothly and is a positive experience for all. Many thanks for your continued support and we look forward to welcoming you all to the first virtual Parents'/ Carers' Evening for your child.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'C Roberts'.

Miss C Roberts
Director of Learning Year 7