



# Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH  
Chair of Governors: Dr K Milcoy

29<sup>th</sup> September 2020

Dear Parent/Carer,

## YEAR 13 SIXTH FORM VIRTUAL PARENTS'/ CARERS' EVENING Wednesday 14<sup>th</sup> October 2020

Now that your son/daughter has had time to settle down into the routines of this year's work, I hope that you will welcome the opportunity to discuss his or her progress with subject teachers. On Friday 9<sup>th</sup> October, Year 13 students will be receiving their first Progress Update, which will include teacher feedback about performance so far this year. We feel that it is of great benefit to meet parents/carers now in the early part of the year so that we can discuss current progress, identify early difficulties and resolve any problems while there is still time.

We have, therefore, scheduled the Parents'/Carers' Evening for parents/carers and members of Year 13 on **Wednesday 14<sup>th</sup> October**, from **4.30pm to 7.30pm**. This year staff will either meet with parents/carers via a zoom call or a telephone call.

Appointments should be made by parents/carers through our Insight portal, please see the attached notes on how to do this. You will need to make sure you know your login details to enable you to make appointments. The booking process will 'go-live' at **9am on Wednesday 30<sup>th</sup> September** and close at **9am on Wednesday 14<sup>th</sup> October**. When booking your appointment please can you use the comment box to confirm if you want a zoom call, and the email address you will use, or a phone call, and the preferred number for us to call you on. If you experience problems using this electronic system, students will still be able to make appointments directly with teachers or via email. However, it should be noted that your preferred time slots may have been allocated before your son/daughter has asked for an appointment.

In addition to subject staff, the Heads of Sixth Form will also be available during the evening, by appointment, to discuss the more general aspects of students' progress, attainment and future prospects. To book an appointment please contact Mrs Hughes, Sixth Form Coordinator, rather than using the Insight portal.

- Mr Hillier (Head of Sixth Form)
- Mr Whitley (Assistant Head of Sixth Form)

I hope that you will accept this invitation to meet online, ideally **with** your son or daughter, and we look forward to meeting you then. Teachers will send the link to the zoom call to parents/carers after booking has closed Wednesday 14<sup>th</sup> October. If you are unable to attend

we will still expect your son or daughter to make an appointment with their teachers for Parents'/Carers' Evening.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J Hillier', written in a cursive style.

Mr J Hillier  
Assistant Headteacher  
Head of Sixth Form