

SOUTHEND HIGH SCHOOL FOR BOYS

ACADEMY GRAMMAR SCHOOL

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG
(01702) 606200 enquiries@shsb.org.uk www.shsb.org.uk

Headteacher: Robin M Bevan MA MEd PhD FRSA



10 January 2022

Dear Parents,

The parents' evening for parents of Year 11 pupils is on Monday 24 January 2022.

As we are not able to invite you into school, we are organising appointments via video call. Your participation in the evening is dependent on access to a computer, smartphone or other device that has internet access and a working camera/microphone. The video consultations are **exclusively** via the same appointment booking software we have always used for parents' evenings, access to which is outlined below.

Video appointments will take place from **4.30 to 7.00pm** and your son's teachers will be available for consultation between those times. Since this is the opportunity for dialogue between you, your son, and his teacher, **you are strongly advised to have your son with you during the appointments.** It remains at the discretion of individual members of staff whether a pupil should be present for all or only part of an interview.

From Monday 10 January, using the IAR results, **teachers may book an appointment to see you** and you will receive an email confirming any appointments made. You will then be able to see the teacher(s) concerned at the time(s) indicated. If you are unable to be present at that time, please indicate this using the "add message" box on the online booking system. Please do not respond to the email.

The booking system will be available for you to make appointments on-line from **7pm on Monday 17 January on a first-come first-served basis, and will close on Thursday 20 January at 7pm.** Please be aware that appointments generally get booked up very quickly.

All teachers are on the booking system. To ensure a smooth and effective parents' evening, you are **limited to 8 appointments per pupil.** Please use your son's IAR data to influence your decisions regarding the teachers you wish to see. If you do not get to book appointments with all 8 of your preferred teachers, or if on the night you experience technical difficulties, we ask that you e-mail enquiries@shsb.org.uk after the event to seek feedback from the relevant teacher.

Once you have made all of your bookings, you will receive an email confirming all your appointments. On the evening before the start of your first appointment, log in to the parents evening booking system, and click on the 'join video appointments' button. When it is time for your appointment, you will see a button that says 'start appointment'. Each appointment will last 5 minutes and there will be a countdown on the screen so



that you know how much time you have left. Once this appointment is finished, you can press the 'start appointment' button when the next appointment is available. Please follow this link for full instructions.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

These instructions also show you how to invite another parent/guardian to the meeting (see point 6 in the link).

Please visit <https://southendforboys.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

<i>Student's First Name:</i>	<i>Forename</i>
<i>Student's Surname:</i>	<i>Surname</i>
<i>Students Date of Birth:</i>	<i>DD/MM/YYYY</i>

If you do not have access to the internet, please contact the school office.

Appointments are for 5 minutes. If we are unable to answer your concern on the evening, we shall of course ensure the matter is addressed subsequently.

If you know now that you will be unavailable on the evening please let us know, by e-mail to enquiries@shsb.org.uk. If circumstances on the day itself prevent you from being available, please let us know by telephone.

We look forward to welcoming you.

Yours sincerely,



Mr L Baines
Director of Key Stage 4