

# 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



30<sup>th</sup> October 2023

Dear Parents

The parents' evening for parents of Year 9 pupils will take place on **Monday 13<sup>th</sup> November 2023**.

All appointments will take place via video call between **4.30pm until 7.00pm** and you will be invited to make appointments with your son's teachers 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.

Our parents' evening appointment system has two components:

1. From today, teachers may book an appointment to see you and you will receive an email confirming any appointments made. Please ensure that you 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.
2. The booking system will be available for you to make appointments on-line from **7pm on Monday 6<sup>th</sup> November on a first come first served basis and will close on Thursday 9<sup>th</sup> November at 7pm**. All Year 9 teachers are on the booking system. You are limited to **six appointments per pupil**, and the bookings will be available on a first come first served basis.

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 your son's preferred name, surname and date of birth. Once you have made your bookings, you will receive an email confirming all your appointments.

Please be aware that you may not be able to see all the 6 teachers that you would like to see. Some teachers teach 3 or more classes in one Year group alone and it simply would not be possible for them to meet every pupil and their parents. You have access to your son's current grades through the Go4Schools platform and you will receive written feedback in your son's Annual Report in July.

As a general rule, we do not expect teachers to provide written feedback in place of or in addition to feedback given at the parents' evening, however, if you experience technical difficulties on the evening, please e-mail [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk).



On the evening:

- Log in to the parents evening booking system - click on the Join Video Appointments button.
- At the appointment time – click on the Start Appointment button.
- 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 – choose the Start Appointment button when the next appointment is available.

Please follow this link for full instructions on attending video appointments:

<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).

We look forward to welcoming you.

Yours sincerely

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

Mr J Brandon  
Director of Key Stage 3