

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



23rd November 2023

Dear Parents and Guardians,

Year 13 Parent Consultation Evening

I am writing to invite you to attend a virtual video consultation for parents and guardians of Year 13 pupils on **Monday 11th December 2023**. The evening will run from **4.30pm** to **6.30pm** and your son/daughter's teachers will be available for consultation between those times. 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.

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 4th December on a first come first served basis and will close on Thursday 7th December at 7pm.**

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

Please note that only one of your child's teachers has been assigned to every class.

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.



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,



Mr C Foley
Head of Sixth Form