

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



4th March 2024

Dear Parents,

The parents' evening for parents of Year 11 pupils will take place on **Monday 25th March 2024**.

All appointments will take place via video call between **4.30 and 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**.

Our parent's evening appointment system has two components:

1. From Tuesday 12th March, teachers may book an appointment to see you and you will receive an email confirming any appointments made. Please ensure that you are available 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.
2. The booking system will be available for you to make appointments on-line from **Monday 18th March at 7pm and will close on Thursday 21st March at 7pm**. All Year 11 teachers are on the booking system. You are **limited to 8 appointments per pupil** and the bookings will be available on a first-come first-served basis. In line with our separated parents policy, the school will only hold one appointment per child. One parent can invite the other to attend via video link (see link to instructions below).

Please visit <https://southendforboys.parenteveningsystem.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 all of your bookings, you will receive an email confirming all your appointments.

Please be aware that you may not be able to see all of your son's teachers. 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. 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 ks4admin@shsb.org.uk.



On the evening:

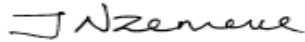
- Log in to the parents evening booking system - click on the Join Video Appointments button.
- At the appointment time – click on the Start Appointment button.
- Each appointment will last 5 minutes and there will be a countdown on the screen so that you know how much time you have left.
- Once this 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 read 'J Nzemeke'.

Mr J Nzemeke
Director of Key Stage 4