

# 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: Mrs R V Worth



24<sup>th</sup> November 2025

Dear Parents and Guardians,

### Year 13 Parent Consultation Evening

I am writing to invite you to attend a virtual video consultation for parents and carers of Year 13 pupils on **Monday 8<sup>th</sup> December 2025**. 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 1<sup>st</sup> December on a first come first served basis and will close on Thursday 4<sup>th</sup> 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. 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).

Where a lesson is shared by more than one teacher, you will only have the option to meet one of the teachers. Please be aware that you may not be able to see teachers for all subjects. Some teachers teach three or more classes in one Year group alone and it simply would not be possible for them to meet every pupil and their parents. Teachers have been advised to request appointments regarding any pupils they have specific comments or concerns that they need to share with you. In addition,



you have access to your child's current grades through the Go4Schools platform and you will receive written feedback in your child's Annual Report after the mock exams.

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,



Mrs L. Ryan  
Head of Sixth Form  
Southend High School for Boys