

## **Second Year Parents' Evening - Online Appointment Booking**

Dear Parent,

As you are hopefully already aware, the Second Year parents' evening is coming up on the 2<sup>nd</sup> and 3<sup>rd</sup> March.

In response to parental feedback received last year, we have made the decision to continue with online video appointments for the majority of year groups for their academic subject parents' evenings this year, including the one for the Second Year. In order to accommodate the required number of appointments, we have moved to holding this across two nights. You are welcome to book appointments on either or both of these evenings.

Please note that this is an academic subject parents' evening, and appointments will not be available with your child's tutor. If you have any pastoral concerns, please contact your child's tutor or Head of Year in the usual way. In addition to your child's academic teachers, appointments will also be available with Curriculum Support and with Dr Waymark - Deputy Head (Academic).

Appointments will only be available with Curriculum Support for those parents whose child is on our Special Educational Needs Register and who already receives Curriculum Support. Please check with your child as to which member of staff they have been working with, and therefore with whom you should book an appointment. If your child is not on this list but you have an SEN concern, please contact Mrs Ramshaw (Head of Curriculum Support) directly at [znr@kes.hants.sch.uk](mailto:znr@kes.hants.sch.uk).

**Please only book appointments with Dr Waymark if you have a specific concern or query.**

On the School intranet (on the same page as this letter) are three guides - the first outlines how to make appointments using the system, whilst the second outlines how to attend the video appointments on the day. The third guide outlines how to invite a second parent to join the appointments from another device or location.

Appointments can be made any time after 19:00 on Thursday 17<sup>th</sup> February, up until 23:55 on Monday 28<sup>th</sup> February. Appointment slots will be 4 minutes long, with a one-minute gap in between for you and the teacher to get ready for the next appointment. There is a countdown at the top of the meeting window, which will turn orange when there is only one minute remaining of your appointment.

Please note that appointments will end automatically at the scheduled time, even if you arrive late, and will not simply run from the time of your arrival.

In the Second Year, teachers often have a large number of pupils, and it may not be possible for every teacher to see every parent, even across the two nights. Please can we ask parents to be understanding on this issue, and to assist by only booking an appointment for those teachers with whom you specifically wish or need to speak. In particular, we are aware that four members of staff will certainly be unable to see all parents. These are: Miss A L Standing (Music), Ms T J Hayden (Music), Mrs L A Gilmour (Drama), and Mr L Hall (Computing).

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King Edward VI School, Wilton Road, Southampton, SO15 5UQ

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**KING EDWARD VI SCHOOL**  
SOUTHAMPTON

If your child is taught by one of these teachers, and you are unable to book an appointment with them and would like feedback, please contact them by email, and they will be happy to respond.

Finally, please note that you must login for your appointments via the KES Parent Portal, as per the instructions document, as this is the authentication method for the system, and it is worth testing the video and audio in advance - changing browser or device if either does not appear to be working correctly.

When your child moves into the Third Year next September, there will be some adjustment in the curriculum which will enable them to study a new language if they wish, along with the opportunity to opt for certain subjects. Dr Waymark - Deputy Head (Academic) will be speaking to all Second Year pupils on Thursday 17<sup>th</sup> February about the options process and will provide them with a booklet that outlines the choices and procedures involved. Please follow the link below to read an important letter from Dr Waymark about this process.

<https://intranet.kes.hants.sch.uk/options/second-to-third-year-options/february-letter-to-parents>

I do hope this parents' evening will provide an opportunity for you to gain meaningful feedback on how your child is getting on in the Second Year here at King Edward's, and I hope to see you in person soon.

Yours sincerely

Mr C Jackson

**Head of Second Year**

#### Data Protection:

School Cloud Systems Ltd is a Data Processor, responsible for delivering the Parents Evening System program to King Edward VI School. They are processing data on our behalf as Data Controller.

In order for School Cloud Systems Ltd to be able to carry out the required functions, it is necessary for the School to share personal data with them about you and your child. This is done in accordance with a Data Processing Agreement between the School and School Cloud Systems Ltd, and with the School's Privacy Notice (available [here](#)). All information processed by School Cloud Systems Ltd within the Parents Evening System program is handled in accordance with the processing activities listed in said agreement.

If you have any questions or concerns about the way your data is handled, these should in the first instance, be addressed to the School's Data Protection Lead using [dataprotection@kes.hants.sch.uk](mailto:dataprotection@kes.hants.sch.uk).

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