

October 2023

Dear Parents/Carers,

RE: Year 12 Subject Evening Thursday 2nd November (Online)

The Sixth Form Team are delighted by the way in which Year 12 students have settled into the Sixth Form. We feel it is important that parents are given the opportunity to talk to subject staff about their child's transition into the Sixth Form and explore how they are managing the 'academic jump' required at this level from GCSE. Therefore, we are hosting a Year 12 Subject Evening on Thursday 2nd November online.

Booking Appointments

We will be using the online system of booking appointments. These can be made by logging into 'MyHighcliffe' via the parent's portal, or by your child's logging in to their own version. Once logged in, select 'Events -> Subject Evening -> Year 12 Subject Evening'. The system will show your child's teaching staff availability. This system will go live on **Wednesday 25th October at 9am** and will accept bookings until **8pm on Wednesday 1st November**.

On the Evening

From 3:00pm on the evening of the event, a link will be clearly visible on MyHighcliffe allowing you to access your 'virtual room' and teachers will join you online at the appropriate time. Appointments will last a strict seven minutes to allow teachers to see as many parents as possible. Any areas that need discussing beyond the seven minutes should be discussed after the evening.

Some points to help the evening go smoothly:

- Where possible, we strongly advise you to attend this evening with your son/daughter so we can work together to ensure that successful outcomes are achieved at the end of Year 12
- **Please have your child's folders and/or exercise books in front of you for each subject**
- As a backup, we will try to phone you on the evening if the technology lets us down
- Where possible, please try and use Google Chrome on your desktop or laptop
- Speakers, Webcam and a microphone are required (or headset). When you first access the system, you will be prompted to enable your webcam and microphone. Please accept these notifications and try to test your speakers/headphones before the evening
- The online meeting software will work best from a computer or laptop. It will also work from most phones and tablets but headphones with microphones should be used

- Please try and arrive in your 'virtual room' around ten minutes before your first appointment time.
- Keep an eye on the time you have remaining – teachers will warn you if nearing the end. At the end of the seven minutes the appointment will end automatically
- On the evening, keep an eye on your mobile phone as, if we need to communicate with you due to issues, we will text you

If we experience some technical issues during the evening, we will do all we can to make contact with you. I hope you find this evening useful and please do not hesitate to contact the Sixth Form office on (01425) 282322 if you have any questions.

Kind regards

A handwritten signature in black ink that reads "T. Perry". The signature is written in a cursive style with a large, sweeping flourish at the end of the name.

Miss Perry
Head of Year 12

