

Wednesday 20th October 2021

Dear Parents/Carers,

Re: Sixth Form Parent-Tutor Evening, Thursday 21st October – Has moved to Teams!

Following Mr Kingsley's letter to parents yesterday about Public Health England (PHE) moving the school into 'Amber measures' for the next ten days (due to a rise in COVID cases in Year 8), I write to now inform parents that we have decided to move our Sixth Form Parent-Tutor Evening onto MS Teams. This means that parent-tutor meetings will be held remotely rather than face-to-face, thus negating the need for families to come onsite – something which cannot now happen.

Instead, parents should keep to the appointment times that they have already arranged via their child but should use the attached '**KS5 (Sixth Form) Tutor Consultation Evening Links 21-10-21**' guide attached to this letter to access their child's tutor at the appropriate time. By clicking on the appropriate teacher link, you will be taken into a lobby and the teacher will be able to accept you into the meeting as soon as they are ready to do so.

Parents are also advised to read over the '**Parents' Guide to joining a Teams meeting**' document (included in the attachment) ahead of their meeting to refresh their memory and to test whether they are able to establish a connection. Just follow the guidance in the attachment and this should be straight forward.

Accessing your child's Sixth Form Progress Report Number 1 via MCAS

We had intended to give all parents and carers a hard copy of their child's first Sixth Form Progress Report on the night. This would then have been discussed with the tutor to consider each student's transition from either Year 11 into 12, or from Year 12 into Y13. Obviously, this will not be possible so we have made these effort focused Progress Reports accessible on MCAS – www.MyChildAtSchool.com

If you don't have login details or are having issues connecting to MCAS, please contact mcas@chestnutgrove.org.uk

In the event that you are unable to access the Progress Report please rest assured that your child's tutor will have a copy available to them to lead discussions regarding effort and commitment shown to date since enrolment.

I understand that it would have been wonderful to welcome you into school on Thursday night and that many of you will be disappointed to not be able to meet your child's tutor face-to-face, but I hope you will appreciate our very real desire to keep everyone safe and well as we approach the much needed half-term.

Yours sincerely,



Jonathan Taylor
Deputy Headteacher
Director of Sixth Form



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KS5 (Sixth Form) Tutor Consultation Evening links 21-10-21

Please find below the links to the Tutor' evening meeting rooms on Microsoft Teams. Please have this document open so that you can click on the correct teachers link at the time you have requested. The link will take you to a lobby, and the teacher will accept you into the meeting as soon as they are ready to do so.

We would recommend you test Microsoft Teams works before the meeting by following the guidance at the bottom of this document.

Staff Name	Tutor evening link (TEAMS)
Ms Zapala	Click here to join the meeting
Ms Wills	Click here to join the meeting
Ms Percy	Click here to join the meeting
Mr Gulley	Click here to join the meeting
Mr Solate	Click here to join the meeting
Mr Hobbs	Click here to join the meeting
Ms Bracken	Click here to join the meeting
Ms Adams	Click here to join the meeting
Ms Matthews	Click here to join the meeting
Ms Gordedo	Click here to join the meeting
Mr J Alcock	Click here to join the meeting

Progress report

Your child's school report along with their daily attendance data, letters and behaviour reports can be accessed via MCAS www.MyChildAtSchool.com

If you don't have login details or are having issues please contact mcas@chestnutgrove.org.uk



Parents' Guide to joining a Teams meeting

Desktop/Laptop Users:

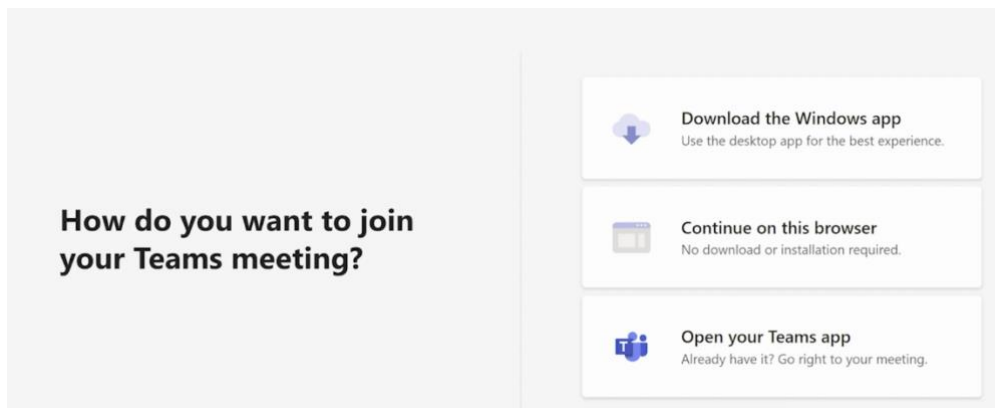
Full video instructions available [here](#).

All you need to join a Teams meeting is a link.

- 1) When it is your parents evening time slot, click on the relevant link to join the meeting with that teacher.
- 2) You will then be taken to a page where you can choose to either join on the web or download the desktop app.

Note:- If you already have the Teams app, the meeting should open automatically.

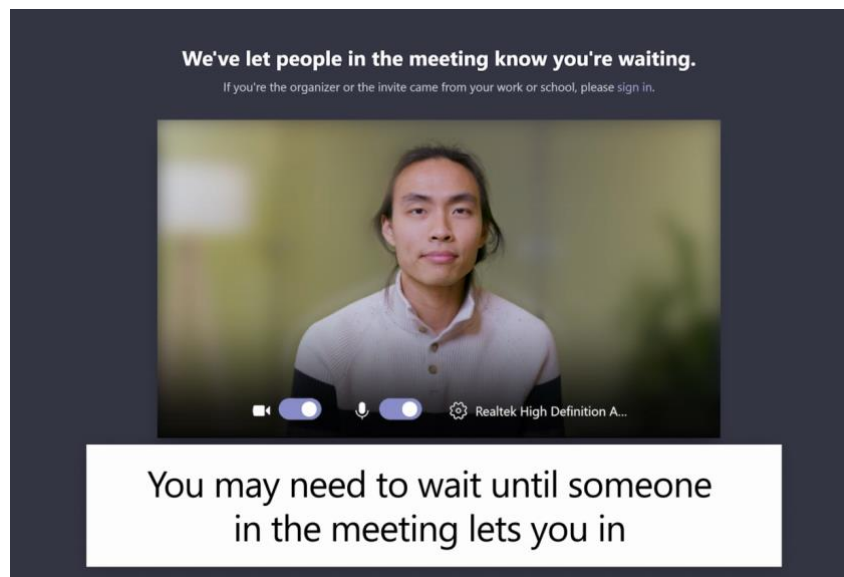
- 3) If you don't have the app, click continue on this browser. *NB – This will not work on Firefox.*



- 4) Follow the directions given
- 5) You will be put into the lobby; this is while the teacher finishes the meeting with the parent before you. They will be aware you are waiting and will let you in when ready.



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Mobile Phone/Tablet Users:

Full video instructions available [here](#).

To be able to participate effectively in a Teams meeting on mobile, you'll need to download and install the Teams mobile app. We request that you do this in advance of your parents meeting slot from the apple store or google play store.

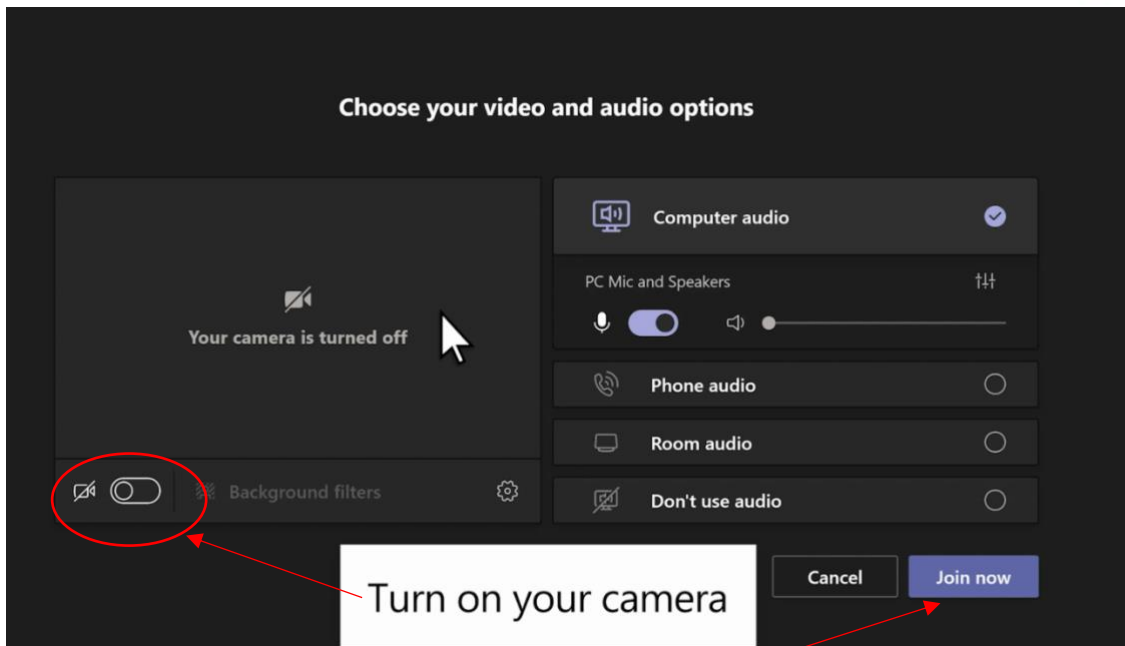


All you need to join a Teams meeting is a link.

- 1) When it is your parents evening time slot, click on the relevant link to join the meeting with that teacher.
- 2) This should open the meeting into your app



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- 3) When ready click on Join now.
- 4) You will be put into the lobby; this is while the teacher finishes the meeting with the parent before you. They will be aware you are waiting and will let you in when ready.

Note:- unsure about if it will work, have a test beforehand, just click leave when you are happy you are able to get to the lobby.