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6th January 2022

Dear Parent/Carer,

RE: Parent Review Day - Years 10- 13

We believe that an effective partnership between a school and home is essential in supporting students in making good progress during their time with us here at Grace Academy. This partnership is built on good communication about your child's progress. As usual we will be running a Parent Review Day to enable you to speak directly to your child's teachers regarding their progress in each subject. These meetings will take place between **13:00 and 19:00 on Thursday 20th January**. To facilitate this, **students in all years will be finishing school at 12:00** on that day. These parent-teacher meetings will be conducted remotely using a remote meeting tool called SchoolCloud as we did last year. The hope is that this more flexible extended day will give you a better opportunity to book meetings and discuss your child's progress with their subject teachers, identifying future steps to success.

Over the past two years we have managed to maintain good lines of communication between the school and parents and this will be another opportunity to raise any specific concerns and celebrate successes outlined in a student's progress reports.

Your remote meetings will be for a set time period which will allow sufficient time to discuss your child and their current progress with their teachers in that subject. Starting the meeting promptly is essential as the timing for these meetings are set and the calls will run automatically via SoundCloud's website including the ending of the meeting.

Meeting slots will be available between **13:00 and 19:00** on the day and will be booked and conducted using SoundCloud's web-based system, which does not require an app to be downloaded or any other installation/setup steps. Key information for the meetings is detailed below:

How do I book a meeting?

- The guide to booking and conducting these meetings is attached.
- To gain access to the platform you will need a Code; **your personal code for booking will be sent home with your child in a separate letter**. It is important that you do not share this code with anyone else.
- **Booking will open for parents on 7th January at 4pm and close on Wednesday 19th January at 4pm.**

What do I do if I miss the meeting?

If you cannot conduct the meeting due to technical issues on the day then please contact your child's Head of Year who will be able to coordinate a follow up phone call in place of the remote meeting.

If you would like support with booking a meeting or have any other queries then please contact the online helpdesk at help@gas-ict.on.spiceworks.com. We hope this virtual tutor meeting displays our commitment to communicating with you about your child's progress and we hope that you will take this opportunity to engage with us about this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D Gelder', written in a cursive style.

Mr Darren Gelder

Principal

For and on behalf of Tove Learning Trust