

The Malling School
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Headteacher: John Vennart BSc, PGCE

Email: office@themallingschool.kent.sch.uk

4th November 2021
BCh/jcp

Dear Parents and Carers

YEAR 8 PARENTS' EVENING – 18TH NOVEMBER 2021

We have made the decision to continue with virtual parents' evening this term. This is to both safeguard families by avoiding mixing during the pandemic and to help with the efficiency of the process, making it easier for you to meet with the teachers in a timely fashion. We will continually review this decision before each parents' evening and will update you accordingly.

Appointments will consist of 5-minute video meetings with you, your child and their subject teachers. We would very much like both yourself and your child to be on the screen and participating in the meetings. The meetings can be booked through our usual Parents' Evening booking system and can be conducted via a computer screen or a smart phone. Please ensure you are logged onto the Parents' Evening system 5 minutes prior to your first meeting time (**please note** if you try to log on earlier than 5 minutes before your meeting time the system will not connect you). There will be a countdown to the start of your meeting when you will be invited to click on 'join' and your appointment will appear as a video call.

The meetings are taking place on Thursday 18th November 2021. The booking system will be open from 9:00am on Friday 5th November until 3:00pm on Thursday 18th November 2021. To make your appointments please use the link below and follow the instructions on screen:

<http://themallingschool.parentseveningsystem.co.uk>

To enter the appointment system you will need to enter your full name, your child's full name and date of birth. More detailed instructions are attached. If you have the same teacher for more than one subject, please only make one appointment as slots are limited. If you are unable to access the system for any reason, please call the school office on 01732 840 995 and they will help you log in.

If there is anything in particular you would like to discuss there is an option to message your child's teacher to advise them of this via the booking system when making your appointments.

If you have any further questions or require any support following Parents' Evening please email Miss Withers at Sarah.Withers@themallingschool.kent.sch.uk.

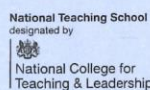
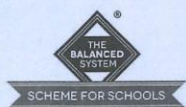
Please also contact Miss Withers if you are unable to access appointments from home and would like to come into school to use a school laptop to meet with teachers.

Unfortunately, we cannot extend the length of the meetings so they will start and finish automatically at the booked time. We hope that these meetings will be useful to you.

Please note that Mr J Burden will not be attending Year 8 Parents' Evening but if you would like feedback for your child please contact him by email at BurdenJ@themallingschool.kent.sch.uk.

Yours sincerely

Ben Chidwick
Senior Deputy Headteacher



INSTRUCTIONS

1. To make your appointment please use the website below and follow the on-screen instructions
www.themallingschool.parentseveningsystem.co.uk
2. To make an appointment you will need to enter your full name, your child's full name and their date of birth. If you have the same teacher for more than one subject, please only make one appointment as slots are limited. If you are unable to access the system for any reason, please call the school office on 01732 840 995 and we will be happy to help.
3. Your appointments will be held using the **same** system
www.themallingschool.parentseveningsystem.co.uk
They will **NOT** be conducted using Zoom, Teams or Microsoft 365.
4. You need to use **Google Chrome** as your internet search engine.
Unfortunately, other internet providers do **NOT** support the Parents' Evening System we use.
5. Ensure your camera and microphone are enabled prior to your appointment.
6. Follow the on-screen instructions to start your video appointment at your booked time.
7. Meetings will last 5 minutes and the cut-off is automatic.
8. Please only login for your meeting 5 minutes before start time.
9. If there are any technical difficulties in joining your meeting the relevant teacher will contact you at a later date to arrange another meeting.

