



18 January 2021

Dear parents/carers.

Year 11 Virtual Consultation Sessions

We are aware there is some uncertainty about how our Year 11 students will be assessed this year, however we feel it is important that we continue with our planned progress reporting and opportunities to discuss your child's progress and next steps. We want to reassure you that our approach is to continue with the curriculum and assessments as normally as we can while remote learning so that regardless of how students are awarded their final grades, they are prepared for the content and skills needed in their education beyond GCSEs. We will, of course, update you as soon as we know more about the plans for the summer. I have written to all Year 11 and Year 13 parents and students this morning regarding the government's proposals for the awarding of grades this summer.

As part of this, your child will be issued their progress report, including mock results, this week. They are being emailed out individually so students will receive them at different times to each other.

Our consultation sessions, to discuss progress and next steps, are virtual this year and will be on **Tuesday 26 January 2021**. There are two sessions:

Session 1: 2.30pm - 4.30pm

Session 2: 5.30pm - 8.00pm

Please try and make every effort to attend and we expect students to attend with you in order to gain the maximum benefit from these discussions.

Video appointments with subject teachers can be made through the online booking system which allows you to choose your own times with teachers. Appointments are booked on a first come first served basis and run for 5 minutes each. The booking system also includes the necessary links to the video appointments, which will automatically start at the allotted time.

Please visit <https://cedars.schoolcloud.co.uk/> to book your appointments. A help guide can be found on the school website <https://www.cedarsupper.org.uk/Parents/Parents-Evening-Booking-System/>

Headteacher: Mr S Palmer

and our protocol for virtual consultation evenings is at the end of this letter.

The booking system will open at 9.00am on Wednesday 20 January and will close at 9.00am on Monday 25 January 2021.

If you would like to speak to Mrs Dunning, Head of Year 11, or Miss Lewis, Assistant Head of Year, regarding any concerns, please book an appointment by selecting 'Year 11' on the booking system.

If your child has more than one teacher for a subject, then a teacher has already been allocated by the subject team leader for you.

Yours sincerely



Steven Palmer

Video Appointments guidance

Appointments will take place online using the website you use to book, you will not need any other software. Please read this advice and guidance ahead of the meeting. These were sourced from several professional bodies detailing guidance for online meetings. Below are some protocols we would like all students and parents/carers to follow, we have shared similar guidance with our staff.

1. Check you have the technology to carry out the meeting ahead of consultation evening. This includes access to the website, camera, speakers and microphone.
2. Students must be accompanied by a parent/carer otherwise the meeting will not take place.
3. Wear appropriate dress.
4. Be punctual to start the meeting - the meeting will automatically end at the end of the scheduled five minutes.
5. Neither party should record the meeting.
6. Only one person can talk at any time during the meeting.
7. Both parties have the option to terminate the meeting if they feel uncomfortable.
8. Make sure that there is nothing confidential in view of the camera before starting the meeting. A blank wall is best if possible. An appropriate room should be used e.g. not a bedroom.
9. Language should be positive and professional from all parties.
10. Mobile phones should not be used at the same time as a meeting.
11. Taking photographs is prohibited.

12. If either party views something that concerns them, it should be reported to the Head of Year.