

Dear Parent/Carer

Year 9 Parents' Evening: 4pm to 7pm on Tuesday 21st November 2023

We would like to invite you to attend the upcoming virtual Year 9 Parents' Evening on **Tuesday 21st November 2023 from 4pm to 7pm.**

For more information on how to book and attend a video call appointment, please have a look at the following links to the Parent Guides:

[Parents-Evening-How-to-make-an-appointment](#)

[Parents-Evening-How-to-attend-appointments-over-video-call](#)

You will be able to use any device that has an internet connection e.g. laptop, desktop or even a smart phone. No App is required to be installed and all calls are encrypted. If you do not have access to a device to enable you to make a virtual appointment, please contact Mrs Whitehead on 01305 830502 who will be happy to assist. To book an appointment slot with your child's teachers please follow this link:

<https://budmouth.parentseveningsystem.co.uk>

The video call finishes at the end of the appointment time and automatically moves to the next person in the schedule. Therefore, staff are not able to extend their appointments which must be kept to time.

Appointments will be available from **Wednesday 15th November 2023 at 4.00pm** and will close on **Tuesday 21st November at 12:00 noon.**

Evenings like these are crucial on your child's journey towards fulfilling their potential whilst at Budmouth Academy and we hope that you will be able to take part.

Kind regards.

Dr M Williamson

Dr M Williamson
Assistant Principal of STEM Innovation and Progress

Protocol for Virtual Parents' Evenings

- Make sure that the meeting is taking place in a quiet space of the house and in an appropriate room e.g. kitchen, lounge, study and not in a bedroom.
- As in our face to face parent meetings, your child is welcome to take part. Please make sure a parent/carer is always in the room with your child during the meeting.
- Other siblings should not be in the room when the meeting is taking place.
- No conversations should be recorded.
- Both teachers and parents have the choice of using audio or video. Please use video where possible so that participants can see each other.
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time.
- At Budmouth Academy we are committed to positive, constructive relationships between staff and parents/carers and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.