



From: Second Master, David Dawswell

20 April 2023

Dear Parent

**Parents' Evening for parents of Fourth Years
on Monday 15 May, 6.30 - 8.30pm**
(and Tuesday 16 May overflow night for teachers
with 2 sets in the yeargroup),

Parents of students in the fourth year are warmly invited to discuss with staff their child's progress, via our online application "Parents' Evening System".

The appointment system will be open for bookings at 7pm on Monday 8 May and a reminder email will be sent from school. You are welcome to book appointments with your child's **subject teachers** on a first come, first served basis. Please see the following guide for booking appointments: [Parents' Evening System](#) - *please note that this system uses a student's 'Preferred' name, e.g. 'Bertie' rather than 'Albert'*. As usual, if issues arise which you would like to discuss with your child's tutor or learning support teacher, please contact them by email to arrange a time to talk.

Like many schools, appointments will be all on **one** main night only. However, **when a teacher has 2 or more sets in that year group**, bookings will be allowed to overflow into a second night in order to maximise the opportunity for parents to speak to the teacher.

The nominal time of the first evening is 6.30pm to 8.30pm, but some staff may offer earlier and/or later appointments. For the second night there will usually be fewer appointments available, as the majority will have been done the previous night. Here is the list of teachers who are needing to offer a **second night (Tuesday 16 May)**:

Biology: Rebecca Binnington, Christina Gallivan, Ben Whitworth
Computer Science: Peter Willis
Chemistry: Tim Goodman, Kate Ley
English: Joanna Bridgeworth, Katherine Burrows, Matthew Coolin, Andrew Jamison
Geography: Alex Axon, Paul Gooding
History: Elizabeth Worthen
Modern Languages: James Ambrose, Nathan Brittain
Physics: Melissa Benbow, Kevin Magee, Matthew Willoughby

In general, most staff will only need one night to cover all their pupils.

Staff who are caring for young children on their own may not have full availability and will endeavour to make alternative arrangements where necessary. Thank you for your understanding. Please email them.

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On the evening(s), all video conversations will take place via the Parents' Evening System application. Please [log into the system](#) on the evening and you will automatically be moved between teachers as per your scheduled 5 minute appointments. More information on using the system for the evening can be found [here](#). It is possible for families to be in multiple venues, yet all be part of the same conversation with the teacher - please find information on how to add another parent/guardian to the appointments [here](#). If a more detailed interview is necessary, then please arrange one at a more convenient time with the member of staff concerned.

In many cases, children accompany their parent throughout. The meetings are a good opportunity for dialogue about progress so far through the GCSE subjects. Parents may feel it necessary to have a private word with a member of staff, and so come to the decision that their child will not attend the evening. If, however, they attend, we would discourage you from sending them away, even temporarily. Parents are encouraged to continue the conversation by contacting the teacher by phone or e-mail. We would hope that students can be included in nearly all discussions.

The Headmaster and Mr Crisp (Middle Master) will send a **video message** in the days leading up to the parents' evening.

If you have any technical difficulties during booking, please contact is@abingdon.org.uk.

If you would like to meet with Mr Triff, Head of Career Guidance and Coordinator of Non-UK University Applications, please [complete this form](#) no later than 9:00am on Monday 8 May. By completing this form, you will be able to book an appointment with Mr Triff through the Parents' Evening Online Booking System. If you don't complete this form, Mr Triff's name will not appear in your booking system account, and, therefore, you will not be able to book an appointment with him.

Yours sincerely

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