



Queen Mary's Grammar School

Headmaster: R J Langton, M A

17th November 2020

Dear Parents,

Parents' Evening for Pupils of Year 12 - Online Appointment Booking

We are holding a Parents' Evening for parents of our Year 12 pupils on Thursday 3rd December between 4.30 and 7.15pm. We will be conducting this parents' evening via an online video call due to current coronavirus social-distancing restrictions. Please follow the instructions for using the appointments system online that have been previously emailed to you. All parents should recognise the online booking system as it is the same as the one that we have used previously. Your login details for bookings remain the same and you will receive confirmation of your appointments via the email held on record by our online system. We hope that as many of you as possible will be able to attend remotely, along with your child. Please bear in mind the school day ends at 3.40pm for Year 12 pupils, when making appointments.

The main purpose of this meeting is for you to have the opportunity to discuss your child's progress with those who teach them. That means that there may be a lot of different teachers whom you want to meet online. In order to allow this, we have divided the time available into 5 minute interview slots. As these appointments will be conducted online, they cannot over-run and will stop at exactly 5-minutes so that the teacher can join the next appointment. It is therefore advisable for you to have some questions prepared in advance, if there is anything that you wish to discuss, specifically. Please be aware that some members of staff teach a large number of students in the year group and so making appointments with them may prove difficult.

Appointments can be made from Monday 23rd November 2020 (8.00 p.m.) until Monday 30th November (8.00 a.m.). Should you wish to make any changes after this date please contact the school. Please visit <https://queenmarysgrammar.schoolcloud.co.uk/> to book your appointments. You will only need your child's first name, their surname and date of birth in order to access the online system. If you do not have access to the internet, please contact the school who will be happy to add appointments on your behalf.

Please see the information on the school website, via these links for more information on how to book and participate in video calls with your child's teachers.

https://qmg.walsall.sch.uk/wp-content/uploads/2020/01/2020_parent_evening_guide.pdf
https://qmg.walsall.sch.uk/wp-content/uploads/2020/10/2020_parents_evening_how_to_attend_video_appointments.pdf

Mrs Russell, Careers Advisor, will be available for bookings. Mr Matley, Head of Year 12, Year 12 Form Tutors, and the Headmaster will not be bookable via the online system but will make themselves available for a call-back appointment. You may wish to discuss an overview of pastoral matters and to talk about how your child is coping in Year 12. Please indicate that you require a conversation with a member of staff other than a subject teacher via the link to the online questionnaire below. There is a section at the end to request a follow-up telephone call.

We value your feedback. Please complete the questionnaire by 4th December via the MS Form at:

<https://forms.office.com/Pages/ResponsePage.aspx?id=E1T1PdfOSEuPbjC8TawITxJc5WTscQ5CmOUIYsYz4GpUNTVDMDFNRVRLVkk0S0E3UkdFTUc4QUhKNC4u>

We always value the opportunity to engage in detailed dialogue with you about your child's progress and look forward to welcoming you online, for a very different parents' evening experience for all of us, on Thursday 15 October 2020.

Yours sincerely,



Richard Langton
Headmaster