

Dear Parent/Carer,

YEAR 12 PARENT/TEACHER EVENING - Thursday 25th April 4-7pm

I am writing to invite you to a Parents' Evening on Thursday 25th April 2024. Individual members of staff will be available from 4pm – 7pm. **These meetings will take place remotely via Edulink.**

Appointments will be 5 minutes long and will be available to book online via Edulink on Friday 19th April from 5pm. To assist staff the appointments cannot be any longer than 5 minutes. (You will receive a reminder via Edulink when booking has opened). Unfortunately, due to time available, staff will only have time for one appointment per child. If any duplicate appointments are made, the appointment for the parent / carer that the child lives with for the majority of the time will be the one that is kept. If you are unable to make an appointment, please don't hesitate to contact your child's form tutor via email and they will be able to contact you directly with feedback. I will also be available for online appointments as a member of the Senior Leadership Team. Please be aware that bookings will close 12 hours before the first appointment.

On the evening, please log into Edulink 5 minutes before your first appointment time and select the Parents' Evening menu item. You will be automatically connected to your meetings with subject teachers at the start of your booked slots and the meetings will automatically disconnect at the end, thereby ensuring that appointments run on time. Your child is more than welcome to join you for the appointment.

It is highly recommended that you allow a gap between appointments; once you have booked you can then print off a list of your own appointments. If you are unable to book an appointment with a member of staff, this may be because they teach a number of Year 12 classes. If this is the case, please contact them directly via email and they will be able to contact you with some feedback.

Please ensure well in advance that you are able to log-in to Edulink – if you experience any problems with this, please contact IT support at ITsupport@ousedale.org.uk.

You may also contact Emma Hough, in advance at emma.hough@ousedale.org.uk who can assist you with the process.

Finally, it is important that we have the correct information and data on our system for all of our students. If you have recently changed any of your contact details please ensure that you have informed the school office at admin@ousedale.org.uk

We look forward to seeing you.

Yours faithfully



Mr J Grant
Assistant Headteacher / Director of Sixth Form