Our Ref: ZHP/JHA

22 November 2021

Dear Parent/Carer

Year 11 Parents’ Evening for your child will take place on Wednesday 1st December from 3.40pm and will end at 7.30pm. Following a detailed Covid-19 risk assessment we have decided to hold this **Parents’ Evening virtually** to safeguard all members of our extended college community.

You will have the opportunity to meet with your child’s subject teachers during the evening with time slots booked using the Parents’ Evening platform ‘Schoolcloud’. This can be used on a wide range of devices including smartphones, tablets, and computers. You will need a device that has at minimum speakers and a microphone. Ideally, this device will also have a front-facing camera.

Appointments can be made from Thursday 25th November at 12 noon and will close on Wednesday 1st December at 10.30am. Should you wish to make any changes after this date please contact the school office.

Please visit [https://unityparentsevening.schoolcloud.co.uk/](https://unityparentsevening.schoolcloud.co.uk) to book your appointments. (A short guide on how to add appointments is included with this letter.)

If you are unable to attend the online Parents’ Evening or make an appointment with a specific teacher please contact the college office or email parentsevening@unity.lancs.sch.uk and we will organise the relevant staff to contact you via the telephone.

Please visit <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> once you have made your appointments for guidance on attending appointments.

Should you have any queries in regards to login details or require technical support please email parentsevening@unity.lancs.sch.uk

All meetings with subject staff will last for a maximum of four and half minutes, there will be a 30 second change over time between each appointment. As you can appreciate, this is a very important time for Your child and it is vital that you take this opportunity to speak to as many subject staff as possible. **I also strongly encourage Your child to join you on this very important evening.**

Yours sincerely

Z Hammond-Phillips M Holden

Mrs Z Hammond-Phillips Mr M Holden

Assistant Headteacher Assistant Headteacher