



ST MARY'S COLLEGE

Friday, 8th October 2021

Dear Parent/Carer,

Year 7 Parent-Tutor evening will take place on the evening of **Thursday 21st October 2021**. All meetings between parents and Tutors will take place virtually over Microsoft Teams.

Please follow the instructions below to access our online booking system for this event.

Go to <https://www.edulinkone.com/#!/login>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

Login using your credentials which will be sent to you in a separate email.

The system is live from **Friday 8th October 2021** and will be open to take your bookings until **Friday 15th October 2020 at 5pm**.

Please be aware you can only book ONE appointment per CHILD as there will only be ONE Teams meeting for each child. Therefore, please provide all relevant email addresses when booking of all parents/carers wishing to take part in the meeting so that all can be included when the invitation to the Teams meeting is sent. Please also provide a telephone number so that the tutor can contact you in the event of technical difficulties.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your parents' evening appointments. You will be shown your child/children and their Personal Tutor and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments.

Tips - please read before booking!

- There is a second attachment on this email which provides a step by step guide to booking your appointment.
- In the 'comments' box which appears at the final stage before booking – please **enter your email address and telephone number**. This will be the email that is used to create the virtual Teams/telephone meeting so please ensure these are correct.

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CEO
Mr G Fitzpatrick

Head of School
Mrs M Stead



If you are unable to book at home, please call the Year 7 Office for assistance.

Prior to the evening you will receive an invite via email to join the meeting virtually. Please accept the invitation and have your device with you at the appropriate time. The meeting will last ten minutes and it is imperative that timings are carefully observed. If you join the meeting late this will impact on your time as tutors must move on to the next appointment at the correct time.

During the meeting, the Personal Tutor will discuss how your child has settled at St Mary's College so far including their perception of lessons, how your child is contributing to our school community, and the targets agreed between your child and their Personal Tutor for continued progression. Where possible, please ensure your child is present in the meeting so that they can be part of the discussion about their progress and successes so far at St Mary's College.

The meeting will be fairly concise, but it will also be accurate and informative as thorough preparation will be undertaken by all Personal Tutors prior to the meeting. If you feel a further discussion is required beyond the meeting with your child's Personal Tutor, please contact the Year 7 office so that appropriate arrangements can be made. Furthermore, if you have concerns regarding your child's transition to Year 7 or overall progress at St Mary's College, please do take this opportunity to share these with your child's Personal Tutor so that any issues can then be followed up and resolved following the meeting.

Thank you for your support – we look forward to meeting you virtually!

Yours sincerely,

The Year 7 Team