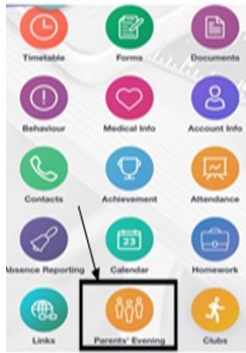


January 2023

## Year 8 online PCE: Thursday 2 February

Dear Parents/Carers,

I am writing with information about how to make appointments for the forthcoming Parents and Carers Evening which will take place from 4.00pm – 7.30pm on Thursday 2 February. This will be an opportunity for you to speak to subject teachers about your child's grades and option choices.

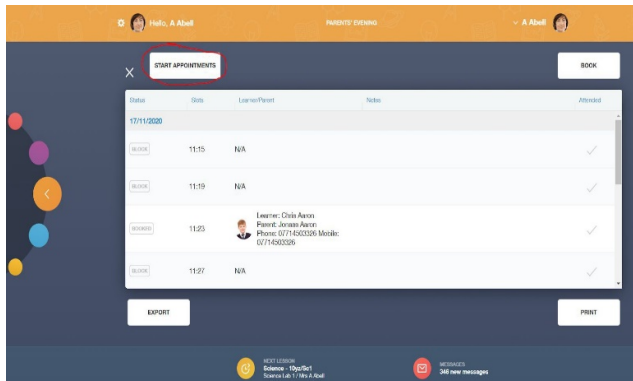


Appointments for the evening can be made through the EduLink App. **Appointments will be available for booking from 8.00am on Monday 23 January.** Once you are logged on to EduLink via your mobile phone or laptop/computer, you will notice the 'Parents' Evening' icon which you can click on to see which time slots are available for your child's teachers. On some devices this may appear under the 'More' section. As there are limited slots, it may be possible for you to only speak to one teacher for certain subjects where there are more than one teacher taking that subject.

Name	Information	Date	Start time	End time
Year 8 Parents Evening	Year 8 Parents Evening	04/02/2021	16:30	19:00

Click here

## What to do on the day



Once you have set up the event and the booking has been made, you will see a start appointments button when clicking on the event. When clicking on this button the meeting screen will appear. The remote video box will remain blank until it is time to connect, but you will be able to see your picture in the local video box. You can turn your video and sound on and off if needed with the controls.

## Seaford Learning Trust

Mr R Ellis, Headteacher

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Appointments are 4 minutes long and will start and end automatically. I understand that there is a countdown as the time slot nears the end, but please do not think that you are being 'cut off' by the teacher if the time runs out. If you do not get to the end of your conversation, please feel free to email teachers if you have further questions. We are of course relying on effective Wi-Fi and internet connections both at school and at your end as well. So far, we have learned that it works much better if you are stationary on a laptop that is using Wi-Fi rather than moving around on a mobile using data connection.

If you have any problems arranging appointments, please contact Ms Gallagher in Student Services.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Kaukolahti', with a large, sweeping flourish at the end.

Mrs L Kaukolahti  
Director of Learning for Year 8