

May 2024

Dear Parents/Carers

**YEAR 7 PARENTS/CARERS EVENING: THURSDAY 16<sup>th</sup> MAY and THURSDAY 23<sup>rd</sup> MAY 2024**

I am writing to make you aware of the arrangements for the upcoming Year 7 Parent Consultation Evening. At Seaford Head School we feel the home school partnership is incredibly important and parental attendance at these events is absolutely vital in ensuring our pupils reach their full potential. With this in mind, and to ensure all of our Year 7 parents are able to attend, we will be holding two Parent Consultation Evenings for Year 7. The first evening will be on Thursday 16<sup>th</sup> May and will take place **virtually** via EduLink. The second evening will take place on Thursday 23<sup>rd</sup> May and will take place **in person** on the **Steyne Road** site. Parents have the freedom to choose which of these two events they would prefer to attend. You will only be required to book appointments on the date which is most convenient for you to attend.

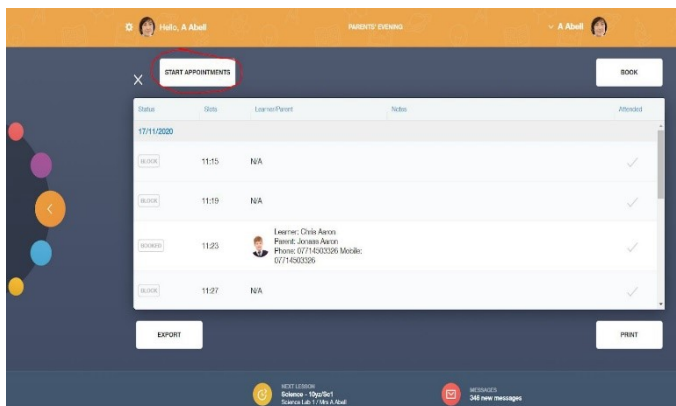
Please find below full instructions on how to book appointments for this evening. All Year 7 class teachers will be present at both evenings so please ensure you only book appointments for your preferred date.



Appointments for the evening can be made through the EduLink App. **Appointments will be available for booking from 8.00am on Monday 6<sup>th</sup> May.** 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.

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

Click here



Once you have set up the event and the booking has been made for the virtual PCE, 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

Arundel Road, Seaford, East Sussex, BN25 4LX  
01323 891623 / reception@seafordhead.org / www.seafordhead.org

Seaford Learning Trust is an exempt charity and a company limited by guarantee. Registered in England and Wales Company No. 8122579

Follow us on Social Media:



Facebook - SeafordHeadSchool

Twitter - @Seaford\_Head



Appointments are 4 minutes long and will start and end automatically. 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've 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.

Appointments for the in person event will also be 4 minutes long. Should you need to speak to your child's teacher for longer, please make a further appointment, as there will be other parents/carers awaiting their appointment time. If you have any problems booking your appointments, please contact Miss Gallagher, Assistant Head of Year 7.

We look forward to seeing you on 16<sup>th</sup> or 23<sup>rd</sup> May.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Pratt', written in a cursive style.

Mr J Pratt  
**Assistant Headteacher**