



10 February 2022

Dear Parent / Carer

## YEAR 9 PROGRESS / OPTIONS EVENING BY VIDEO CALL - APPOINTMENT BOOKING

I would like to warmly invite you to attend our Year 9 Progress / Options Evening on Thursday 10 March from 16:00 – 18:30. As well as an opportunity to discuss your son/daughter's progress with their subject teachers, you may like to use this evening as an opportunity to discuss option courses for next year. The options process will be more formally launched after February half term with further information regarding option subjects as well as opportunities to speak to departments to assist in the decision making process.

The evening will be run remotely with meetings via video calls using the 'Parents Evening System'. We used this system for all of our Progress Evenings last year and feedback from parents and staff has been very positive. This is mainly because there is no queuing or waiting around as timings are adhered to religiously due to the automated nature of the system. Furthermore, there are also no background noises or distractions such as there can be in big venues in school. However, it is worth remembering that each appointment lasts exactly 7 minutes (there is a timer in the corner of the screen). This means conversations need to be really focused in order to make the most of the appointment. As a result, you may wish to prepare questions in advance so you can maximise the time. If, following the evening, you still find yourselves with unanswered questions or that simply time had run out before you had finished, please contact the member of staff directly and a further conversation can be arranged. Staff email addresses are formed as follows:

[ateacher@southdartmoor.devon.sch.uk](mailto:ateacher@southdartmoor.devon.sch.uk)

So, for example, my email address is [jbradford@southdartmoor.devon.sch.uk](mailto:jbradford@southdartmoor.devon.sch.uk)

To book appointments for all Year 9 students at South Dartmoor, please visit:

<https://southdartmoorcommunitycollege.schoolcloud.co.uk/>. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name / Surname / Date of Birth.

This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The SEND Leadership Team (made up of Louise Telford, Rachel Mitchelmore and Emily Hull) will be available for appointments with students on the SEND register and Suzie Eagles, Head of Year 9, will be making appointments by invitation only. In addition you can also make appointments with Julie Randell for careers advice.

Appointments can be made from Tuesday 15 February and the booking system will close on Tuesday 8 March at midnight. Should you wish to make any changes after this date please contact Mrs J Wills:

[jwills1@southdartmoor.devon.sch.uk](mailto:jwills1@southdartmoor.devon.sch.uk)

Please also find a guide for how to attend appointments over video calls below:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

I hope this evening will offer you valuable information and support.

Yours faithfully

Mr J Bradford  
Assistant Headteacher, Progression