

SWANLEA SCHOOL

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Headteacher: | Ms B Landers BA (Hons) MA

13th December 2021

Dear Parent/Carer

RE: Year 12 and Year 13 Parents/Carers Evening – Wednesday 15th December 2021

Please note that we have an up-coming parents/carers evening for Year 12 and Year 13 on **Wednesday 15th December 2021** from **4.30pm to 6.00pm**. We were expecting this to be in school and face-to-face. However, due to the increasing cases of COVID and the omicron virus, we have decided to hold this evening **online**.

Please click on the following link to book your appointment slots with your child's teachers (3 appointment slots in total) tinyurl.com/swanleaparentsevening The meetings will be virtual by Microsoft Teams.

If your child has two or more teachers for a subject, please note that only one teacher per subject will meet with you online. Do be assured that all teachers will have discussed each student previously and know your child well in terms of progress made, grades and what they need to do to meet their target grade.

If you need help using the booking system please watch an instruction video by clicking on this link tinyurl.com/swanleaparentsguide

Once your appointments have been made, you will receive an email confirmation. Please use this email to access Microsoft Teams on Wednesday 15th December, for your **10-minute** timed appointments with your child's subject teachers. Alternatively, you can access the meetings by clicking on to your **Teams and Outlook calendar**.

For those parents who are not able to meet with a teacher online, please contact psingh17.211@swanlea.co.uk to arrange another meeting.

Yours faithfully

Ms Dosanjh
KS5 Learning Co-ordinator

Ms Zahid
Assistant Headteacher

