

# PENAIR SCHOOL

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Registered Office Address:

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Dear Parent/Carer

## **Year 7 Virtual Meet the Tutor Evening**

Due to Covid-19 restrictions, this year we are running all parents' evenings virtually.

At this time of year, we like to give parents of Year 7 students the opportunity to speak with their child's form tutor to find out some brief information about how they have settled in to life at Penair School and to ask any questions.

Appointments are five minutes long and will be conducted virtually, through our online Parents Booking platform and details of how to make appointments are later in this letter.

Unfortunately, it is not possible for a form tutor to be able to e-mail or ring parents before/after the event for feedback as the time taken to do this far exceeds what is normally allocated for the evening.

The online booking system only allows for one appointment per child, so some families may wish to take this into consideration when making bookings.

I hope that you will find this a useful opportunity to speak with a key member of staff who will know your child very well by now.

If there is anything in particular you wish to discuss with your child's tutor, please use the following link to let us know:

[https://forms.office.com/Pages/ResponsePage.aspx?id=b2I7yOXzNkeaA4AbL6uiYj2nUP6MzJIAo\\_D6qG7svxRURThHUVIQUzVTMIRNMIVZMDgyUFk3NDVLMS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=b2I7yOXzNkeaA4AbL6uiYj2nUP6MzJIAo_D6qG7svxRURThHUVIQUzVTMIRNMIVZMDgyUFk3NDVLMS4u)

Yours sincerely

Miss Bryony Dawson  
Year 7 Personal Development Leader

To make your appointments please login at: <https://parents-booking.co.uk/penair>

**To login you will need to enter:**

Your first title and surname

Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from today until 9 November 2021.

After you have made your appointments you can choose to print or e-mail a confirmation.

**On the day of your appointments, you need to re-login at the website address above. 10 mins before your appointments there will be a 'Join Video Meeting' button to click and at your timed slot the teacher will join the meeting. You will need to enable both your camera and your microphone. The following link is a video to show you how this works.**

[https://www.youtube.com/watch?v=Tlfc\\_BAF1yq&feature=youtu.be](https://www.youtube.com/watch?v=Tlfc_BAF1yq&feature=youtu.be)

A copy of this letter can be found on the School's website together with an information sheet for further guidance should you need it.

**Internet Browser Compatibility:**

You must use one of the below device and internet browser combinations for the video meeting technology to work:

**Apple iPhone/iPad:** Safari

**Android phone/tablet:** Chrome or Firefox

**Linux computer:** Chrome or Firefox

**Microsoft Surface:** Chrome or Firefox

**Mac computer:** Safari, Chrome or Firefox

**Windows computer:** Chrome, Firefox or Edge (Chromium)

**Troubleshooting Tips**

If you cannot login please contact the school office.

The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.