



HOWDEN SCHOOL

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Headteacher: Mr G Cannon

5 May 2021

Dear Parent / Carer

Year 9 Parent/Carers' Evening 12 May - Online Appointment Booking

I hope you are well and I would like to thank you for your on-going support this year. Unfortunately, due to Covid 19 restrictions, we are still unable to host our usual parent/carers' evening in school. However, we appreciate the importance of discussing your child's progress and achievement in their year 9 courses. Therefore, I would like to invite you to attend a virtual parent/carers' evening. To facilitate this event, the school has introduced a new online video-call system. You will choose your own appointment times with teachers and then receive an email confirming your appointments.

The online booking system will be live from 1 pm on 7 May until 12 noon on 12 May. Should you wish to make any changes you will be able to do so by logging back into the system and changing your appointments.

Please visit <https://howden.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments can be found on the school website main page if you go to [Howden School - Parents' Evenings](#)). At login, you will be asked to confirm your details and those of your child. Please ensure that these are the same details and email address that we hold for you at school.

On the day of the parents evening, it may take 5-10 mins to set up the system in your home. As such we recommend you begin this set up before the first meeting to avoid missing an appointment.

This is the second time we have used this software, however, based on feedback, I would encourage you to try to conduct your appointments through WiFi or wired internet rather than using the mobile network. As always, we would be happy to receive your feedback.

Yours sincerely

Mr P Harris
Deputy Headteacher

