

November 2023

Dear parent/carer

I would like to invite you to a virtual Year 8 Parents' Evening on Thursday, 7 December between 4.30 pm and 8.30 pm.

Despite being virtual, you will still have the opportunity to meet all of your child's subject teachers, who will share with you your child's current attainment and the progress they are making towards their targets.

Appointments can be made in the usual way, using Goldington Academy's online booking system. We would encourage early booking so that you can secure convenient times for yourself. The booking system will be open from 4.00 pm today.

Unfortunately, both Mr Lodder and Miss McKenna are unavailable for Parents' Evening. However, they are happy for you to raise any concerns you may have via email: [lodderk@goldington.beds.sch.uk](mailto:lodderk@goldington.beds.sch.uk) and [mckenna@goldington.beds.sch.uk](mailto:mckenna@goldington.beds.sch.uk).

If a teacher is fully booked, there will be a waiting list. If you are unable to meet with the teacher, please contact them directly by email if you would like to be updated on your child's progress. All email addresses can be found on the school's website: [Staff emails](#).

Please visit <https://goldington.parentseveningsystem.co.uk> to book your appointments.

Login with the following information:

Student's first name

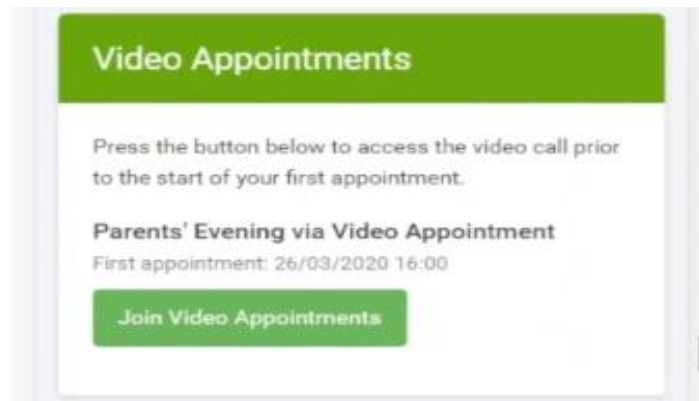
Student's surname

Student's date of birth

Your email address

On the evening itself, you will need to log in to the parents' evening system, where you will automatically see your Video Appointments which you will be asked to join.

Please ensure you have enabled and tested your microphone and camera before your appointments begin.



When you click to join, you will see your upcoming appointments. When alerted, hit 'Start Appointments' and you will automatically join the call. Please note that appointments are timed and will cut out when the time is up. Once the consultation is over, if you feel that you need additional information about a particular subject, I would encourage you to email the subject teacher in the first instance.

If you would like more than one person to attend the appointment and you will not be using the same computer, please follow these steps:

1. Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings.
2. You will then be presented with a box asking for the details of the parent/guardian to be given access. You must enter a name and an email address, as well as tick the box to consent to that person being given access, then click the blue send invite button.

If there are any issues, you can manage the invitations in the Manage Invites box which shows your sent invitation(s) as well as allows you to add another invite if you have any more available. You can have one invite per student, plus the original parent who booked the appointments. The system also allows you to 'Resend' invites or 'Remove' them.

If you have any questions in the meantime, please do not hesitate to contact either myself ([chapmanl@goldington.beds.sch.uk](mailto:chapmanl@goldington.beds.sch.uk)) or Mrs Catrambone in the first instance ([catrambonej@goldington.beds.sch.uk](mailto:catrambonej@goldington.beds.sch.uk)).

Yours sincerely

**Mrs Leanne Chapman**  
**Vice Principal**