



13 December 2021

Dear Parents and Carers,

A1 Parents & Carers Evening – Video Appointments (Online Event)

Our A1 (first year) Parents & Carers Evenings will take place on:

- **Thursday 13th January 2022 (17:00 – 19:00)**
- **Wednesday 19th January 2022 (18:00 – 20:00)**

A small number of A2 students are included in this event if they share a class with A1 students.

Subject based parents & carers evenings are an opportunity for you to discuss your young person's progress with their teachers. Appointments are online, via video link and are strictly seven minutes in length so we advise that you read your young person's Progress Review in advance of the appointment; this will give you a 'snap-shot' of their current performance and will allow you to decide on any specific points you would like to discuss with a teacher.

Further information about Progress Reviews can be found on our website here: [Progress reviews](#). The most recent reviews were made available to you on Wednesday 17th November, via your [Parent Advantage](#) account. If you are having any issues logging on to your Parent Advantage account please contact cis@bhasvic.ac.uk who will be happy to help.

It is important that these appointments remain focussed on **subject specific issues**, so if your young person is facing any wider issues which are affecting their college experience, we would ask that you contact your young person's Personal Tutor in advance of the parents' evenings via email by using their *first* initial.surname@bhasvic.ac.uk email address. Please do this as soon as possible to give tutors the opportunity to share any relevant information with subject teachers, so that your discussions with them are suitably directed and can be concluded within the 7-minute timeslot.

All appointments will take place via video call, using the parents' evening online booking system.

How to Book an Online Appointment:

Our Parents' and Carers' Event Booking System has been set up to allow you to book an appointment from **Thursday 6th January at midday** onwards. To book an appointment, you need to access the booking system via the parent/carer website page [HERE](#).

You will be presented with a login screen into which you will need to enter the following:

- your title, first name and surname
- your e-mail address
- the student's first name (this must be your young person's 'official' first name, rather than any 'preferred' name)
- the student's surname
- the student's date of birth

For more information, our detailed instructions for the Parents' Evening Booking System are here: [Parents' Guide for Appointment Bookings](#) please also see [How to Attend Appointments over Video Call](#).

Appointments are offered on a first come, first served basis. If you do not manage to secure an appointment, and you have a particular concern you wish to discuss relating to a particular subject, please do contact your young person's teacher by email, using the BHASVIC email addresses which follow the standard format (first letter of the forename, followed by a dot, then the surname, with @bhasvic.ac.uk)

For technical support please email cis@bhasvic.ac.uk If you do not have access to a suitable internet connection or device, or have other needs which would make an online appointment difficult, please email events@bhasvic.ac.uk and we will try to arrange a phone appointment or e-mail exchange with the relevant tutor as an alternative.

We hope that you will be able to attend the online appointments and that you find them useful and informative.

All the best,

BHASVIC Events