

Dear Parent / Carer

A2 Parents & Carers Evening – Video Appointments (Online Event)

Our Parents & Carers Evenings for A2 (second year) students will take place on:

- **Thursday 23 November 2023 (17:00 – 19:00)**
- **Wednesday 29 November 2023 (18:00 – 20:00)**

These evenings are an opportunity for parents and carers to discuss their young person's progress with their teachers. Appointments are online, via video link and are strictly five minutes in length. We advise parents and carers to read their young person's Progress Reviews in advance of the evenings. They give a 'snap-shot' of current performance and allow parents and carers to decide on specific points to be discussed with teachers.

Further information about Progress Reviews can be found on our website here: [Progress Reviews](#). The most recent Reviews will be made available to you on **Wednesday 15 November**, via your [Parent Portal](#) account. If you are having any issues logging on to your Parent Portal 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 & Carers Evenings via email by using their email address (initial.surname@bhasvic.ac.uk). 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 5-minute timeslot.

We have a system for **priority booking** when a teacher has a concern about a young person's progress. If this is relevant to your young person, we will be in touch next week to explain how priority booking works.

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

How to Book an Online Appointment

As an A2 parent you should already have an account, please follow the instructions below.

Our Parents & Carers Evening booking system has been set up on Schoolcloud to allow you to book an appointment from **Thursday 16 November from 17:00** 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

More information and detailed instructions for the Parents' Evening booking system are here: [Parents' Guide for Booking Appointments](#) . Please also see [Video: Parents - 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 contact your young person's teacher by email, using their BHASVIC email address which follows the standard format (([initial.surname@bhasvic.ac.uk](#)).

For technical support, if you do not have access to a suitable device, internet connection 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 teacher as an alternative.

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

Kind regards

BHASVIC Events