



Principal **Nick Martin**  
BSc, MA, PGCE, NPQH

Friday 22<sup>nd</sup> May

## **YEAR 10 & YEAR 12 - ACADEMIC REVIEWS via video conferencing**

### **Monday 8<sup>th</sup> June to Friday 19<sup>th</sup> June**

Dear Parents/Carers

As you are aware, due to the Covid 19 lockdown the school has only been open to a small number of students for some time. Therefore to increase the amount of face-to-face contact with our Year 10 and Year 12 students we are offering the opportunity for your child to book a 15 minute one-to-one academic review appointment with each of their subject teachers through our Parents Evening booking system.

Where possible we would ask for you to attend, but this is not essential. Each meeting will enable your child to have a 15 minute video conferencing call to discuss their current understanding of school closure work and to look at planning for further support and guidance. The aim of these academic reviews is to enable us to make the most of the last four weeks of term and to help your child prepare as much as possible for the new academic year. Whilst we are more than happy for parents to be in attendance, the meetings are designed to guide and support your child and are not intended to inform parents on progress or predicted grades etc.

This is a new venture for us as a school, and whilst we are confident that everything will run as smoothly as planned, we may need to re-schedule the event should we run into any unforeseen technical difficulties. Details of what is required are set out below.

#### **In order to make video calls you will need to have as minimum:**

- A device with a microphone and speaker and a compatible web browser

#### **We recommend:**

- Using a laptop or computer with a webcam or your smartphone with a front facing camera
- Compatible web browsers are
  - iPhone/iPad: Safari
  - Android: Chrome or Firefox
  - Windows: chrome, Firefox or Edge (latest version)
  - Mac: Safari, Chrome or Firefox

Each appointment can be booked in 15 minutes slots, with the video call automatically timing out at the end of the allotted time. The time left for each appointment will display as a countdown on your screen.

There is a very useful, short guide for parents explaining how to attend appointments over video call here for your information: <https://support.parenteveningsystem.co.uk/article/798-holding-your-evening-over-video> - a copy is also attached to this email for reference.

**SAMUEL WHITBREAD ACADEMY | Shefford Road | Clifton | Shefford | Bedfordshire | SG17 5QS**  
t: 01462 629900 | e: SWA-Info@bestacademies.org.uk | w: www.samuelwhitbread.org.uk

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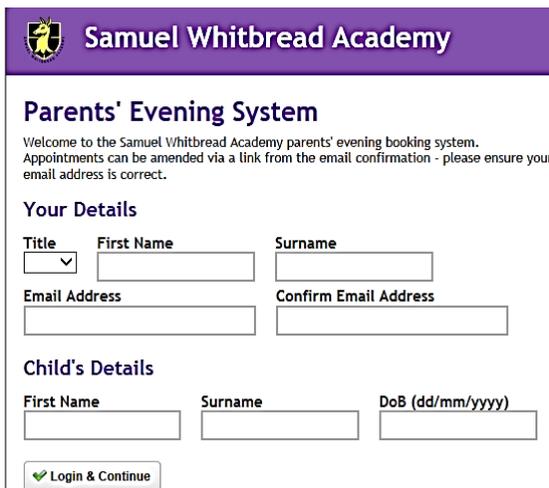
## Safeguarding protocols for academic reviews

All students should continue to adhere to the principles outlined in the Academy's Behaviour Policy. In particular, students should be mindful of the following:

- They should be respectful and kind to all.
- They should be safe, responsible and courteous at all times.
- They should address teachers as they would do in a classroom setting.
- They are prohibited from taking screenshots or recording staff members
- They should be appropriately dressed for the meeting. Whilst uniform is clearly not required, dress should be appropriate for the workplace.

To enable us to give everyone the opportunity to take advantage of this event, we will be running sessions every school day commencing Monday 8<sup>th</sup> June to Friday 19<sup>th</sup> June from 9am to 3pm with an hour blocked for lunch from 12pm – 1pm. In some extreme circumstances, teachers may have appointments available 5-6pm, unfortunately these are not available at the request of parents or carers.

You will be able to make any appointments on the usual booking system from Wednesday 3<sup>rd</sup> June at 12pm. The system will close automatically on Sunday 7<sup>th</sup> June at 7pm. You can book your appointment by visiting <https://samwhit.parentseveningsystem.co.uk/> where you will be presented with a screen as below:



The screenshot shows the login page for the Samuel Whitbread Academy Parents' Evening System. The page has a purple header with the school's logo and name. Below the header, the title 'Parents' Evening System' is displayed. A welcome message states: 'Welcome to the Samuel Whitbread Academy parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The form is divided into two sections: 'Your Details' and 'Child's Details'. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section includes fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom of the form is a 'Login & Continue' button.

If you encounter any difficulty with the booking system, then please email the PRE admin team on [SWA-PreAdmin@bestacademies.org.uk](mailto:SWA-PreAdmin@bestacademies.org.uk) or telephone 01462 628008 during normal school hours.

I hope that your child will embrace this opportunity to gain some valuable time with their subject teachers.

Yours sincerely,

Ian Butler  
Vice Principal