

Principal: Mrs J Lowry-Johnson BA (Hons)

Dear Parent/Carer,

Re: Year 8 Progress Evening

At this stage in the year, when we are coming towards their end of year assessments, it is vital we provide you with an update of your child's progress and how they can prepare for these to ensure they achieve their full potential. Therefore, we would like to invite you to a Progress Evening with your child's subject teachers on **Wednesday 25th May between 3.30pm and 7pm**. We are continuing with remote progress evenings to reduce the risk of infection; thus, the evening will be held virtually through your child's Microsoft Teams account.

Can I please ask that you go onto our website under the 'Parents' section and book a time slot with each of your child's subject teachers. This will be a 5-minute slot in which you will receive; a summary of your child's current progress to date and targets of how they can improve their grades and prepare for the upcoming exams. Staff will also let you know how you, as parents, can support them also. The bookings will close on **Tuesday 24th May at 3pm** to allow time for the staff member to then organise the invite to your child's Teams account.

Once you have made your booking, the staff will place a scheduled meeting on your child's Microsoft Teams Calendar. On the meeting, there will be a link to zoom which you will click on and it will take you into a waiting room. The members of staff will let you in for your scheduled time and finish the meeting after 5 minutes.

All students have had plenty of opportunities to log onto their Teams account during school. If you click on the calendar on the left hand side, this will then show you the scheduled meeting on Wednesday 25th May. Please ensure you can access your child's account prior to the evening. If you have any problems, please contact the passwordassist@ocacademy.co.uk for further assistance.

If anyone is unable to access Microsoft Teams, please can you contact the main office to let them know. Your child's tutor will then make a telephone call at a convenient time to hold the appointment over the phone.

Any further questions, please do not hesitate to contact the school.

Yours sincerely,

Miss Johnson

Vice Principal Curriculum

