

Head: Dr. V.J. Ogden BA (Hons) MA (Ed) EdD FRSA

24th June 2021

Dear Parent or Carer,

Year 12 Parents' Evening (Hosted on Mulberry Learn powered by Microsoft Teams)

We hope that you and your family are safe and well. On Thursday 1st July we will be hosting our Year 12 Parents' Evening. To ensure the continued safety of parents, students and the wider community, the meetings will be held virtually, via Microsoft teams. The evening will be an opportunity for you and your child to meet with their subject teachers and form tutor, to reflect on their progress over the last year and to reflect on targets for the year ahead.

The evening will run from 4pm-7pm, with appointments lasting between 5 and 10 minutes. We are using an appointment system for the evening and your child will arrange the appointment times directly with their teachers. Parents and carers do not need to have their own MS Teams account to attend parent's evening.

The arrangements for joining the appointments on Thursday are:

- A calendar invite will be sent by each teacher to your child asking them to join a 'live' appointment. This is the same process that students would follow to join a remote lesson.
- Your child will join the live appointment at the correct time. They will be asked to wait in the virtual 'lobby' until their teacher admits them. We will do our best to run to time.
- You can choose if you would like to have your camera on for the meeting. You may prefer to have an audio appointment only. Your child's teacher can also make this choice.

Your child should not attend the parents' evening without a parent or carer present. If you have difficulty accessing teams through your child's account, please let us know and we will do our best to organise telephone appointments.

We would usually share a report on your child's progress at parents' evening. We can do this for you using EduLink One. You will be able to see the progress report using this tool on Thursday 1st July.

To access your account please follow these steps:

1. Search for Edulink One from the Apple App Store or Google Play Store and install the app to a mobile device – you can have it on multiple devices if you wish.
2. If you do not have a device suitable for the app, you can access all of the same features through the website at <http://www.edulinkone.com>
3. You will need to then enter our school ID – which is **MSG**

Your unique username and password has been emailed to you from edulinkone@mulberryschoolforgirls.org

If you have any questions about the evening please contact me or your child's Head of Year Ms Roberts.

We look forward to seeing you virtually.



Ms S Hadjadji
Director of Sixth Form

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