



ABBEY PARK SCHOOL

25th September 2020

Year 7 Tutor Consultation Evening

Dear Parent/Carer,

We are now four weeks into the new academic year and I hope that your child is settling in well at Abbey Park during these unusual times.

I am writing to inform you about our upcoming Y7 Tutor Consultation Evening on Wednesday 7th October 2020. This is an opportunity for you and your child to meet with their form tutor briefly to discuss how they are settling in and answer any queries you may have.

We usually host this event in school, however, due to the current coronavirus situation we will be running this evening online instead using Microsoft Teams. You can book your appointment using our new Arbor Parent Portal. Please log on and select your timeslot from those available. Details on how to log on to the parent portal were sent out a couple of weeks ago in a separate email. If you need any help logging on to the Arbor Parent Portal please contact boddyh@abbeyparkschool.org.uk.

After you have booked your appointment in Arbor, nearer the time of the evening, we will send you an email invite with a direct link to your online tutor meeting (using Microsoft Teams). A few minutes before your meeting, click on the link and you will be taken to a virtual waiting room and your child's tutor will then admit you when they are ready. You do not need to have a Microsoft Teams account in order to take part in the meeting and can access Microsoft Teams either through your web browser or via the Microsoft Teams apps on your iOS or Android devices.

Please be aware this is a new process for us as well and we appreciate your patience and understanding whilst we move to this new way of conducting parents' evenings under the current circumstances.

Yours sincerely

Mr J Ward
Vice Principal



Executive Principal:
Operational Principal:
Vice Principal:



Mr C Zimmerman
Mr J Young
Mrs L Hunter



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