



Thursday 15th March/27 Safar 1442

Dear Parent / Carer

Assalamu Alaikum – ‘Peace be upon you’

RE: Year 11 Academic Parents’ Evening via MS TEAMS: Thursday 5th November 2020 – 4.00pm – 7.00pm

Year 11 Parents’ Evening is scheduled to take place on Thursday 5th of November, and will start at 4.00 pm, running through till 7.00pm. Due to restrictions around Covid-19 the Parents’ Evening will be conducted remotely through MS Teams. A link will be sent to your email address we have on our records. **Please check to see the email address we have on our records is correct (see below)**. If it is incorrect, please provide a correct email address in the available space.

To Access the Parents’ Evening on 5th November ensure the following:

- You have an electronic device available that has both audio and video.
- Your daughter has made appointments with all teachers, using the appointment sheet attached to this letter.
- You have received links for meetings from teachers, via email, to confirm the appointments.
- At the **designated appointment time** please click on the link to join the MS TEAMS meeting.

Please discuss this with your daughter first to identify which time slots you would prefer. However, it must be stressed that teachers may not be able to meet all your requests. Please return the reply slip below to reception **by Tuesday 20th of October 2020**. This is the first time we arranging parents evening remotely and for this reason we ask for your patience. We look forward to meeting you on the evening of the 5th of November 2020.

Yours faithfully,

Dr Mohammed Rahman
Assistant Principal

*I/We acknowledge receipt of the letter informing us of the **Year 11 Academic Parents’ Evening** and I/We shall be joining the 1:1 meeting on **Thursday 5th of November 2020 via Microsoft Teams**

Name of student.....Form.....

Email Address:

If the above email is incorrect, please provide the correct email.

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| Correct Email: |
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Eden Girls

Appointment Sheet for Parents Evening Through MS TEAMS: Y11: 5th November 2020

| Subjects | Class | Teacher | Time of Appointment |
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