



Email: cll@stbernards.southend.sch.uk

Our Ref: CLL/nmr
25 April 2024

Dear Parents / Carers,

**Re: Year 8 Parent Consultation Evening
Thursday 16 May (4pm – 6.30pm)**

I am writing to inform you of our forthcoming Year 8 Parent Consultation Evening which will not be held in school. The meetings will take place by video, please see below for further information about how the video calls take place.

We will be using an online appointment system to arrange meetings for our Parent Consultation Evenings. The link to access the website has been added to our School Gateway app and is available under useful links.

If you have not yet downloaded the **School Gateway app** – it is free to download from your mobile phone's app store. You can find out more information by going to: <https://schoolgateway.co.uk>. This is the main method we use to communicate with parents throughout the year.

The screenshot shows the 'Parents Evening System' login page. At the top, it says 'St Bernard's High School' and 'Parents Evening System'. Below that is a welcome message: 'Welcome to the St Bernard's High School parent teacher conference 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 'Student's Details'. 'Your Details' includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. 'Student's Details' includes fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is at the bottom left.

You will be able to log in to the appointment system from 4.30pm on Friday 26 April by clicking on the Parents Evening link in the School Gateway app. To log in to the appointment system click on the **Parents Evening link** in the School Gateway app. You will be asked to complete the form (shown above) to log in. The items that need to match



our school data is your first name and last name as well as your child's date of birth. The email address does not need to match one that we have saved for you but it is where you will receive confirmation of the appointments you have made.

The **video appointments** do not require you to download an app – you can use a web browser on your smartphone, tablet or computer. This link: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> takes you through how the video appointments can be accessed and how they will work on the evening.

You should endeavour to book an appointment with each of your child's subject teachers.

Please note appointment booking will close at 12pm on **Thursday 16 May** so all appointments will need to be booked by this time.

Please do your best to be in position in good time for your appointment, with your equipment and connection tested, as staff do not have the capacity to make multiple telephone calls to those who miss their appointment due to technical or other difficulties.

If you have any issues with accessing the system and making appointments, please do not hesitate to contact the school for further support.

Kind regards

Miss Campbell
Head of Year 8