



November 2020

## Theale Green School

Church St, Theale,  
Reading, RG7 5DA

T: 0118 930 2741

E: [inmail@thealegreen.w-berks.sch.uk](mailto:inmail@thealegreen.w-berks.sch.uk)

W; [www.thealegreen.w-berks.sch.uk](http://www.thealegreen.w-berks.sch.uk)

Dear Parent/Carer

### Virtual Year 7 Parents' Evening - Thursday 26th November 2020 (4.15/4.30pm-7.30pm)

Our Year 7 Parents' Evening is due to take place on Thursday 26th November. Due to current COVID-19 restrictions, we will be holding the event online via Microsoft Teams. For your virtual meetings you will need to log into Office 365 using your child's school account. You may choose to use teams via the browser on a laptop, or download the TEAMS app to access via mobile phone or tablet. You will receive full instructions regarding access etc., before the evening.

We would like to encourage you to attend our virtual evening in order to gain an understanding of your child's progress so far in year 7. It is important that your child is present so that they can be involved in discussions with their subject teachers.

Please discuss with your child the teachers you would like to speak with and submit your appointment request by **10.00am Friday 20th November** using the customised web link that has been sent to the Priority 1 contact email address we hold for each student. A copy of the appointment request form will also be available on the school website: **Parents > Parent Communications > Year 7.**

A small number of teachers will be available for appointments from 4.15pm, however the majority of staff will be online from 4.29pm. Each appointment will last 7 minutes (5 minutes talk time) we have allowed time to enter/exit each video call. You will not need to log in, or set a password to use the online facility. Your confirmed appointment schedule will be emailed to you before the evening.

In order to get the best out of the evening:

- Please prioritise the number of appointments you request;
- Please note that it may be difficult to fit in all your appointments if you are only contactable for a limited time.

If you experience any problems using the web link, please contact me by email: [seaton@thealegreen.w-berks.sch.uk](mailto:seaton@thealegreen.w-berks.sch.uk) or telephone: 0118 930 8542

A small number of teachers will need to prioritise which parents they see because they teach more than one group in Year 7. If we are unable to arrange an appointment and you would like to speak to a specific teacher, please contact them directly via email to make an alternative arrangement.

We hope you will be able to attend our Year 7 virtual Parents' Evening and we look forward to seeing you online.  
Kind regards

Sandra Eaton  
Office Manager



Registered company number: 7652565

Registered address: Activate Learning Education Trust,  
Oxpens Road, Oxford, OX1 1SA, United Kingdom

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#### Schools

- The Bicester School
  - Bicester Technology Studio
  - Theale Green School
  - UTC Heathrow
  - UTC Oxfordshire
  - UTC Reading
  - UTC Swindon
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