28 September 2022

Dear Parent or Carer,

RE: Year 7 Tutor Evening - Thursday 6 October 2022

I hope that the start of term has gone well for your child. I would like to invite you to a meeting with your child's Form Tutor on Thursday 6 October 2022. This event will provide you with the opportunity to discuss how your child has settled in during their first few weeks at Driffield School & Sixth Form.

If you would like to book a 5 minute appointment between 4.30 pm and 7.00 pm, please access our online booking system at:

www.parents-booking.co.uk/driffieldschool

Full booking details are provided on the attached information sheet.

Please be aware that the purpose of this evening is to discuss how your child has settled into Driffield School, and it is not intended to share subject progress information at this stage. Specific Progress Evenings will be held in March 2023 to discuss your child's progress in each of their subjects and full information in relation to these evenings will be sent to you closer to the date.

On Thursday 6 October, the Year 7 form tutors will be based in West Hall and complementary refreshments will be available in West Canteen throughout the evening. Also available on the evening will be Miss Axon (Head of Year 7), Heads of House and members of the Senior Leadership Team, should you wish to discuss anything else.

If you do have any immediate concerns about your child, please do not hesitate to contact Miss Axon, Head of Year 7, or your child's Head of House. They can be contacted by telephone or via the school's email: office@driffieldschool.org.uk.

Yours faithfully,

Mr M Evans
Assistant Headteacher

THE EDUCATION ALLIANCE

The Education Alliance (operating as Driffield School and Sixth Form) is a charitable limited company registered in England and Wales No. 7542211 whose registered office is at East Dale Road, Melton, North Ferriby, HU14 3HS.

(01377) 253631   @DriffieldSchool   @driffieldsch   www.driffieldschool.net   office@driffieldschool.org.uk   (01377) 256922

<u>Booking System Guidance</u>

The electronic appointment booking system can be accessed at:

www.parents-booking.co.uk/driffieldschool

Please type this address directly into your website browser's address bar. We have found that if you try to 'Google' this website address or use a search engine, it will not work.

To login you will need to enter:
- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you.

Please login to see which appointments are available; and then select one that is convenient for you. If you do not have video capability please indicate that you require a phone call in the comments section when you make your booking.

After you have made your appointments you can choose to print or e-mail a confirmation of your booking.

On the day of your appointments, you need to re-login at the website address above. Up to 10 minutes before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment. Once you are in the waiting room your video meeting will automatically connect at the time of your appointment.

If you are unable to book or require assistance, please contact the school and we are happy to help. We can be contacted on 01377 253631 or by email at: office@driffieldschool.org.uk.

Internet Browser Compatibility:
You must use one of the below device and internet browser combinations for the video meeting technology to work:
- Apple iPhone/iPad (iOS 11+): Safari
- Android phone/tablet: Chrome or Firefox
- Linux computer: Chrome or Firefox
- Microsoft Surface: Chrome or Firefox
- Mac computer: Safari, Chrome or Firefox
- Windows computer: Chrome, Firefox or Edge (Chromium)

Troubleshooting Tips:

- *To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record*
- *The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem*

Please see the attached Video Meeting information Sheet for further guidance.