

Principal: Emma Robins



6<sup>th</sup> July 2021

Dear Parent/Carer

Year 10 Form Tutor Evening has been rescheduled and will now take place on Tuesday, 20<sup>th</sup> July from 3.15pm to 5.30pm. Due to Covid restrictions, the evening will take place remotely using Google Meet. The evening will give you an opportunity to discuss the progress of your child across their subjects, attendance to remote learning, revision with feedback from the Internal Formal Assessments for subjects. Form tutors will also discuss routines throughout the holidays and the importance of returning ready for Year 11.

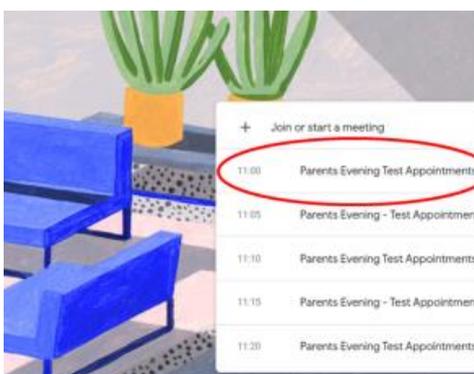
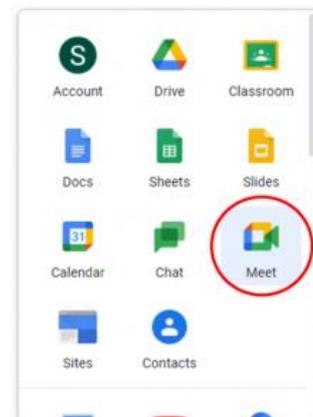
Your child will need to make appointments with their form tutor and record it in their planner (page 208).

### Login instructions

1. On the evening, you will need to log into your child's Google Meet account by going to [www.google.co.uk](http://www.google.co.uk) and pressing the sign in button in the top right hand corner (You will need to use the login details that your child uses to access online learning).



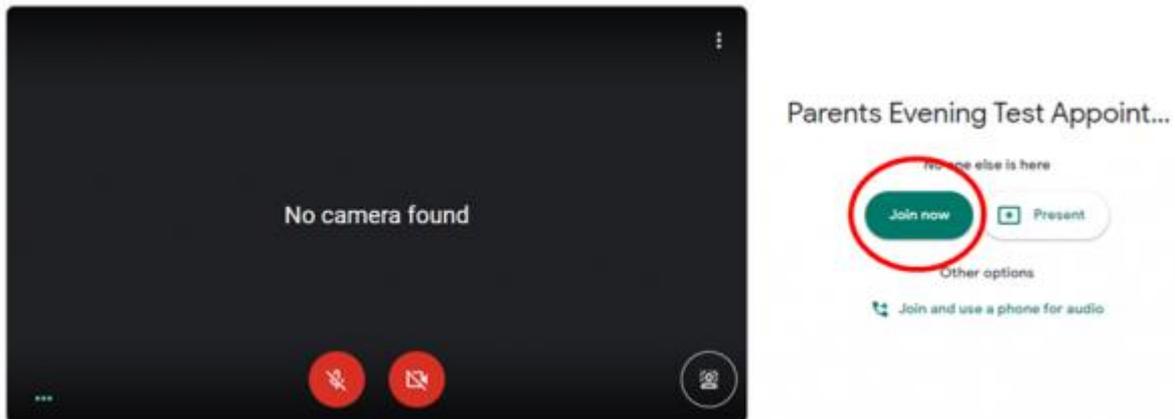
2. Once signed in, click on the 9 dots and then open Google Meet.



3. With Google Meet open, you will see all of your child's booked appointments listed. You will need to start each appointment individually by clicking on the slot at the correct time.

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4. When the appointment has been opened, you will then need to press the 'join now' button and you will be able to meet your child's tutor:



You can access Google Meet using any device that has a camera – this could be a mobile phone, tablet or laptop. Whichever device you use, please ensure you have logged into your child's Google account and not a personal account (you can check by finding the coloured circle at the top of the web page and left clicking it for details of who is logged in)

Your appointment slots are 5 minutes long unless requested for longer in advance of the evening so appointments don't run over.

We look forward to seeing you on the 20th July for Form Tutor Evening. If, for any reason, you are unable to join the evening or have any questions please do not hesitate to contact me on [s.umpleby@gra.hlt.academy](mailto:s.umpleby@gra.hlt.academy) or the years Behaviour Support Officer on [c.zoeller@gra.hlt.academy](mailto:c.zoeller@gra.hlt.academy).

Yours faithfully

S.Umpleby  
Head of Year 10