

4 May 2021

Dear Parent/Guardian

Re: Parents Evening Process 2020.21

In response to current Covid restrictions please be advised that we will be moving towards online meetings between parents and teachers. **Parents must not turn up at the UTC building as sadly we will be unable to allow you in due to the current guidance from the Department for Education.**

Rationale

At the UTC we use our Progress Tracking system to identify students who are on track to meet expectations and recognise the hard work and achievements they make.

This year we have 3 Progress Tracking points for each student and 3 Parents Evenings for each student family as well as a welcome evening for new parents.

4-6pm	New Parents Evening – Y9 and Y12 only	Completed
4-7pm	Progress Tracker Point 1 – All Years	Wed 25.11.20
4-7pm	Progress Tracker Point 2 – All Years	Wed 27.01.21
4-7pm	Progress Tracker Point 3 – Y11, Y12 e.g. Those who may be starting apprenticeships at the end of the year, and 13 only	Wed 05.05.21
4-7pm	Progress Tracker Point 4 – Y9, Y10 and Y12 only	Wed 14.07.21

Students who are excelling in their subjects are identified by teachers and will receive an additional commendation letter for their performance. In most cases it would **not be an expectation that we would see parents if a commendation letter has been sent.**

The Progress Tracker also gives us an opportunity as staff to target those students who may not be meeting specific expectations and identify our concerns to parents/guardians. We use the Progress Tracker as a way to communicate with parents when we would like to meet face-to-face (albeit virtually) to discuss strategies for raising attainment and meeting expectations. We would hope that **all parents who receive a request to attend a meeting, would book an appointment.** The link for parents to book an appointment is <https://utcsheffield.parenteveningsystem.co.uk/> you only need to input your name, your child's name and date of birth.

Please follow the link below to view a video tutorial to help explain the new process.

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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Prioritising Appointments

In order that we can support those students who staff identify as most in need of support we are adopting a system whereby those parents of students identified by teachers as needing to make an appointment will have the opportunity to make appointments for 24 hours before the system is opened wider to all Y11 and Y13 parents who will then have 24 hours to make appointments, before it is then opened to all remaining parents. **Please again can we encourage parents to only book with staff who have made requests to see your child unless you have a specific concern with a subject.**

Teachers will be allocated to students in a fair distribution for Y9 in Science, and all years in CDM and Engineering as these subjects can be taught by multiple teachers but the information from staff would be very much the same. Whilst we appreciate that ideally all parents would meet with all teachers we realise that this is logistically challenging. **Should you wish to make appointments with particular subject teachers and these do not appear on your parents evening booking system please contact the admin team who will be more than happy to support with this.**

The Process

In response to feedback from staff and parents we will be following the processes below;

- **No parent should come to the UTC. Only parents who make appointments using the online school booking system will be seen by staff on the evening to make it fair for all parents and allow timings to run effectively. Please do not expect staff to see you without appointments as parents will NOT be seen on a first come first served basis.** Please ring 01142603970 or email admin@utcsheffield.org.uk should you have any technical issues with accessing the online system
- **If parents do not book in advance, there may be limited availability on the evening** which can be determined by asking our administrative team who will then assist in last minute bookings (where available)
- The link to book an appointment is <https://utcsheffield.parentseveningsystem.co.uk/> you only need to input your name, your child's name and date of birth.
- As our parents' evenings are over a very long period of time, staff will be entitled to a 10-minute comfort break for every 1.5 hours of interviews.
- The system and staff will keep rigidly to the timings to allow for a fair and just system. Should the conversation not be fully resolved by the end of the time a follow up meeting will be rescheduled as the convenience of both parties
- **Parents with appointments using the system will always be given priority and we would remind parents to not try to attend the meetings in person at the UTC to avoid disappointment, as we will not be able to allow you into the building.**
- Where parents are unable to speak to staff on the evening due to a lack of available appointments they should email admin@utcsheffield.org.uk and raise specific issues of concern

Should you have any comments or thoughts regarding the plans to hopefully improve and streamline the process, please don't hesitate to contact the school and we will do our best to answer any concerns,

Kind regards,



Mark Cocken
Vice Principal