



# HIGHFIELDS SCHOOL

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2 May 2024

Dear Parent/Carer

## Year 8 Parents' Evening – Thursday 2<sup>nd</sup> May 2024

Some of you may already have noticed, from the number of duplicate or missing appointments for Year 8 Parents' Evening tonight, that we are currently experiencing some technical issues with our school Management Information System.

The timing of this could not be worse but it is our expectation that the evening **will go ahead as planned**. We are currently in the process of manually making appointments which is very time consuming for staff. Appointments may well not be made until shortly before the start of the evening and we can only apologise for the inconvenience caused by this.

For appointments up until 5:20pm, you will find that you may have up to three meetings set for the same member of staff. It should not matter which meeting you join as the teacher will be notified when you start the meeting. Please do not start the meeting until the allotted time.

After that point, there will be no duplicate appointments as these have been set up by class teachers or the Digital Support team during this afternoon.

For those of you who have not used Teams for Parents' Evening before you may find the accompanying guide helpful.

Having to organise meetings in such a way inevitably means that there may well be a few missed appointments. We will ensure that these are caught up in the coming weeks in some format.

Please could I ask that you are patient with us as we do our best to resolve the issue and particularly with the teachers that you will be meeting with this evening. The issues that we have faced are not of their making and they have gone to considerable efforts today to make the evening possible.

Thank you in advance for your support.

Yours sincerely

**G TATE**  
**HEADTEACHER**



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IN HOLOCAUST EDUCATION

