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Headteacher:
Miss K Morris



Biddick
Academy

18th February 2022

Dear Parent/Carer,

I am writing to you to share important information in relation to the Key Stage 4 Options meeting for you and your child with a member of the Biddick Academy Senior Leadership Team.

This meeting is an opportunity for you to discuss your child's Key Stage 4 Options so that they feel confident in making an informed choice which is right for them and their future. In normal circumstances, these meetings would be held in person but as an alternative, we are offering online video meetings from Tuesday 1st March to Friday 18th March using School Cloud, the same system you accessed for Year 9 Parents' Evening. If you are unable to make an appointment at any of the times, or if you are unable to meet using School Cloud, please email Mrs Southwick on southwick.k@biddickacademy.com who will arrange for an appropriate member of staff to contact you after half term.

Key information

1. To ensure that all Year 9 parents/carers and students are able to book, appointments are limited to 10 minutes. Once the 10 minutes is over, your appointment will automatically end and time out.
2. You can only join your meeting when it is your allotted time.
3. Meetings can be accessed via any device with a camera and speaker – phone, laptop, tablet, desktop PC. There is no need to download any software or an app etc. However, we do recommend you use a smartphone if possible.
4. For confidentiality and safeguarding reasons, meetings must not be recorded.
A guide on how to make an appointment and how to join your appointment by video is enclosed with this letter.
5. It is important that your child attends this meeting with you so that their Options choices can be agreed and confirmed together.

The Academy is here to support and advise parents at any point so please do not hesitate to contact the following key members of staff if you have any queries regarding Key Stage 4 Options.

Mr J Knowles (Assistant Headteacher) – knowles.j@biddickacademy.com

Mrs A Pine (Head of Year 9) – pine.a@biddickacademy.com

Mrs K Roberts (Careers Advisor) – roberts.k@biddickacademy.com

Yours faithfully,

Mr Knowles
Assistant Headteacher