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| Dear Parent / Carer**Settling in Review Day for ALL students will be held on** **Friday 15th October from 9am - 4pm**In response to parent/carer feedback and with the interests of ensuring we communicate with parents/carers regularly we are this year running our first ever 'Settling In Review' day. The purpose of this event is to allow you to talk with subject teachers and academic mentors to discuss how your young person is settling in at St Brendan’s College, whether they are ATL3, year 12 or year 13 students. Parent/Carers are advised that on this day all students will be completing their lessons at home. Students will be set work, so that teachers and academic mentors are available to meet with you. If you have IT/WiFi issues and your young person cannot access learning from home then please contact progressreview@stbrn.ac.uk and we will arrange provision for them.How will appointments run? This year all appointments with subject teachers and academic mentors will take place via Teams video calls, which will be arranged through your young person’s student email account (teacher/academic mentor will contact you at the time of your appointment(s)). **PLEASE ENSURE THAT YOUR CHILD IS LOGGED INTO TEAMS PRIOR TO THE START OF YOUR APPOINTMENT TIME**. To book your appointments with your young person's teachers and academic mentor, please click the link below and follow these simple instructions to book:  Click [**Make a booking**](https://www.schoolinterviews.co.uk/code?z=xn3DG5)1. Enter the event code – **8dfnm** - for this Settling in Review only
2. Enter the details that are requested - name, email address, young person’s name, student id number etc.
3. Choose the relevant Teacher(s) and Academic mentor for your young person
4. Choose times for your bookings based on those available within the system

   When you click finish, your appointment timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.The booking system will close on the 14th October at 1.30pm, so please ensure that all bookings are made before this time. |

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| You can return to the link by clicking the button above at any time from the same computer to change your appointments until bookings close. You must use the same computer you made the original booking on, and use the same event code. **Remember to use the same computer, name and email address you used when you made your original booking.** If you do not have access to the internet, please contact progressreview@stbrn.ac.uk who will be happy to help you, should your young person not be able to make these appointments for you on your behalf.Appointments are strictly a maximum of 7 minutes and spaces are limited. Should more time be required, then we can arrange this for you at another time. We appreciate your support in keeping to your booked appointment times. We look forward to talking with you on the 15th October!Please see the following link for the privacy policy for the School Interview booking system <https://www.schoolinterviews.co.nz/privacy?z=bot>  |