

WINDSOR ROAD  
CAISTER-ON-SEA  
GREAT YARMOUTH  
NORFOLK  
NR30 5LS

PRINCIPAL: BEN DRIVER  
T +44 (0)1493 720542  
E [enquiries@caisteracademy.org.uk](mailto:enquiries@caisteracademy.org.uk)  
[www.caisteracademy.org.uk](http://www.caisteracademy.org.uk)



**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

05 November 2020

Dear Parent

### **Year 7 Settling in Evening – Online Video Appointment Booking**

I would like to invite you to attend our Year 7 Settling in Evening on Thursday 12<sup>th</sup> November. This evening will give you an opportunity to speak to your child's form tutor to find out how they have settled into the academy community. A series of video tutorials will also be published to provide you with the opportunity to gain additional information about how we support your child in achieving their full potential.

Due to the COVID-19 we are unable to run this evening in person. However, we are pleased to have found a remote format that will still allow you to have these important conversations with your child's key adult at school.

The school has introduced a new intuitive and easy to use online appointment booking and video meeting system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will allow for a well-run and accessible evening.

Appointment bookings open on Thursday 5<sup>th</sup> November and will close on Wednesday 11<sup>th</sup> November at 5pm. Should you wish to make any changes after this date please contact the school office.

Please visit: [Caister Academy Progress Evening Bookings](#) to book your appointments. (A short guide on how to add appointments is included with this letter.) The login information you will require is viewable in the example screenshot.

#### **Technical Support:**

If you do not have access to the internet, or if you require additional technical support, please contact the school office with your availability and they will be happy to add telephone appointments on your behalf. You can do this via email: [enquiries@caisteracademy.org.uk](mailto:enquiries@caisteracademy.org.uk)

As you will understand, this is part of the first cycle of remote events that the academy has run, and we appreciate your patience and support as we resolve any issues you may experience. We look forward to seeing you with your child and will welcome any feedback regarding how we can improve this facility going forward.

Yours sincerely

Mr James Read  
Assistant Principal – Assessment and Curriculum