



RED HOUSE  
SCHOOL

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1 October 2021

Dear Parents

**Year 6 Parent-Teacher Consultations via Microsoft Teams:  
Tuesday 12 October & Wednesday 13 October 2021**

There will be an opportunity for parents of pupils in Year 6 to speak with their child's form teacher, via Teams, on the following dates and times:

- Tuesday 12 October: 2-3.50pm
- Wednesday 13 October: 4.10-5.30pm

Each appointment will last for 10 minutes. The purpose of the meeting is to discuss how your child has settled into their new class and year group. Please click on the link below to access the time slots available to book with the relevant form tutor: parents with pupils in 6C should book with Mrs Coverdale; parents with pupils in 6H should book with Mr Heaton.

<https://outlook.office365.com/owa/calendar/RedHouseSeniorSchool@redhouseschool.co.uk/bookings/>

When you are making your bookings via the link, please ensure that you click the correct date on the left and then select a teacher from the drop-down list on the right and choose a time. You will also need to fill in your name, your email and your child's name. We have tested the system and found it works best in Google Chrome. Alternatively, you may prefer to use your child's Teams account when you sign up for appointments; please just remember, whichever email you use to sign up, must be used for the meeting.

I would be grateful if you could make your individual appointments with your child's form teacher, using the link above, by the evening of Sunday 10 October 2021. If you experience any problems when making your bookings, please contact Mr Butterfield, Head of Computing and Network Manager, and he will be able to assist you further: Mr Butterfield's email address is [graeme.butterfield@redhouseschool.co.uk](mailto:graeme.butterfield@redhouseschool.co.uk). In the meantime, please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely

**Miss Claire Thompson  
Deputy Head & Head of Senior School**