



# BROUGHTON HALL CATHOLIC HIGH SCHOOL

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**Head Teacher: Mr G M Preston B.A. (Hons), NPQH, PGCE**

15 March 2021

Dear Parent/Carer

## **Year 8 Virtual Parents' Evening Monday 19 April 2021 3.15 - 6.15pm**

**The online appointment booking system via Edulink goes live Wednesday 24 March 2021 at 9am.**

I would like to invite you to attend our Virtual Year 8 Parents' Evening. Your meeting will provide you with the opportunity to meet your daughter's subject teachers to discuss her progress moving forward through Year 9.

Due to Covid 19 the school is now using our online parent portal called Edulink for all future parental meetings. **Appointments can be booked on Edulink from Wednesday 24 March 2021 9am**

If you need to speak to Mrs Dowling, Ms Strefford, Ms Lunney, Mrs Marteau – SEND, please email Mrs Dowling [dowlingc@broughtonhall.com](mailto:dowlingc@broughtonhall.com) and an appointment will be arranged.

Please visit <https://www.edulinkone.com> to book appointments via the portal or you can book directly via the Edulink app on your smart phone. A link to the portal is shown on our website. This is an online appointment booking system which allows you to choose your own appointment time with each of your daughter's teachers. Appointments are for 5 minutes and will time out at the end of each appointment, you will then be connected to the next appointment automatically.

**Included with this email is an instructions booklet explaining video messaging via Edulink, this is to help parents navigate this new system. You should already have access to your own parental section of the Edulink app, usernames and passwords were allocated in September. If you are having any issues logging on please email [chantlerd@broughtonhall.com](mailto:chantlerd@broughtonhall.com) and we will reset your account.**

If you are having any technical difficulty gaining access then please can you contact our ICT support by email at the address [helpdesk@broughtonhall.com](mailto:helpdesk@broughtonhall.com) or direct by telephone on 0151 541 9440 during the working hours of 8.30-4.15pm.

Appointments can be made on a PC or via the app on your phone. If you have any problems accessing the internet, please contact the school office or Mrs Dowling who will be happy to add appointments on your behalf.

Yours sincerely

**G Preston - Head Teacher**

Broughton Hall High School is committed to safeguarding and promoting the welfare of young people; we expect all pupils, staff, volunteers and visitors to share this commitment.

