



# BROUGHTON HALL CATHOLIC HIGH SCHOOL

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

26<sup>th</sup> November 2020

Dear Parent/Guardian

## **Year 7 Parents' Review Day Online Appointment Booking with Edulink – Week beginning Monday 7<sup>th</sup> December.**

I would like to invite you to attend our Year 7 Review Day. Your meeting will provide you with the opportunity to meet your daughter's Form tutor to discuss how well she has settled in school and her general progress to date.

Due to Covid 19 the school is now using our online parent portal called Edulink for future parent meetings. **Appointments can be booked on Edulink from 08.00 Friday 27<sup>th</sup> November** Staff who wish to meet specific parents will also request appointments via the online system and you will be notified by email.

Please visit <https://www.edulinkone.com/> to book appointments. A link is also provided on our website. This has an online appointment booking system which allows you to choose your own appointment time with teachers. Appointments are for 10 minutes, and will time out at the end of the appointment.

**An email containing account credentials and instructions for Edulink has been sent to all parents of Year 7. Please can you check both your inbox and junk mail folder to make sure you have received them.**

If you have not received this email or you are having any difficulty gaining access to make a booking 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 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 who will be happy to add appointments on your behalf.

Yours sincerely

Mr 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.

