



Corby Business Academy

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Associate Principal: Simon Underwood

11th June 2021

Unit Parents' Evening

Dear Parents and Carers,

In these difficult times, we would like to thank you for all the support that you have given to the students and to the Academy in general. We remain committed to all our students, parents and carers and will continue to ensure that every student has the support that they require in order to reach their goals and aspirations.

As part of our commitment we very much look forward to hosting our remote Parents' Evening on Tuesday 22nd June, 4.00 p.m. to 7.00 p.m. Parents' Evening will be held with your child's base teacher and give you the opportunity to discuss the end of year report. This will be held remotely via video link, with further information available on how to book this on our website by clicking the 'Parents' tab and the 'Parents' Evening' page and selecting 'Unit Provision'. Alternatively, please click the direct link to visit the page:

[Unit Provision Parents' Evening](#)

Further to this information, please view a user guide for '**guide for booking parents' evening**' by [clicking here](#) and a guide on '**how to access video appointments on the evening**' by [clicking here](#).

Please be aware that due to the nature of the software, appointments will be limited to 12 minutes and will terminate after that time automatically.

On the evening, it is best to login 15 minutes before your appointment to check that your device and software work smoothly with the application.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible up-to-date web browser:
 - **iPhone/iPad** - Safari
 - **Android** - Chrome or Firefox
 - **Windows** - Chrome, Firefox or Microsoft Edge (Chromium - download here (<https://www.microsoft.com/enus/edge>))
 - **Mac** - Safari, Chrome or Firefox
 - **Linux** - Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Yours sincerely

Mrs C. Robinson
Unit Manager