



Corby Business Academy

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Principal: Simon Underwood

24th November 2023

Unit Provision Parents' Evening - Tuesday 05th December 2023

Dear Parents and Carers,

We very much look forward to you joining us remotely for the Unit Parents' Evening that will take place on Tuesday, 05th December, 3.30 p.m. to 6.45 p.m. 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: [Corby Business Academy - Unit Provision](#)

Further to this information, please view a user guide for 'how to access the booking system' 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 5 minutes and will terminate after that time automatically. **If your child is taught by the same teacher for a number of subjects please book a maximum of three appointments with this member of staff.**

On the evening, it is best to login 15 minutes before your first 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
 - **Android** - Chrome or Firefox
- **Windows** - Chrome, Firefox or Microsoft Edge (Chromium - download here (<https://www.microsoft.com/enus/edge>) microphone and speaker
- a compatible up-to-date web browser:
 - **iPhone/iPad** - Safari
 - **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.

Yours sincerely,

Mrs C. Robinson
Unit Manager