



8th December 2025

Dear Parent / Carer,

Year 13 Virtual Parents Evening – Online Appointment Booking

I would like to invite you and your child to attend our Year 13 Virtual Parents Evening, which will take place on Thursday 8th January 2026. The purpose of this evening is for you to discuss your child's progress with their subject teachers. It is expected that both the child and parent/carer are present during the virtual conference.

Appointments are to be booked through Edulink One; this short [video](#) will guide you through the process, including how to join a video call at the time of your first appointment.

Appointments will be available for booking from 6pm on Thursday 11th December 2025 and will remain open until 1pm on Thursday 8th January 2026.

Each appointment on the platform will be 5 minutes long. There is a timer on the parent and teacher screens to inform both parties of the time remaining for the appointment. Once the time expires the meeting will automatically end. Please note that teachers do not have the ability to override this. If you have further appointments, you will then be placed in a virtual waiting room until your next appointment.

As appointments are only 5 minutes long, we will follow a clear protocol in all conversations. If any issues need to be discussed that will require longer, please make arrangements with the subject teacher to continue your discussion at another time.

We hope you find this system helpful, however, should you have any difficulties making your appointments, please contact Mrs Brearley by emailing cbrearley@buckinghamschool.org, or by calling 01280 812206 x238.

Yours faithfully,

Mrs R Beaumont

Director of Sixth Form

rbeaumont@buckinghamschool.org