

September 2020

Dear Parent/Carer

Parent Evening Consultations

We are still looking forward to holding our parent consultations this year but due to current restrictions we will be holding them in a very different way. For the majority of the school we will be completing the consultations via phone call. Our Year R team are wishing to hold their consultations via Zoom; you will still need to book a time slot for this. You will receive a link and quote to join the appropriate zoom call at the correct time.

Our parent consultation evenings for Terms 1 and 2 will be held on the following days, when you will be phoned to discuss your child's progress with the class teacher (if your child has multiple class teachers you will be contacted by just one of those teachers);

Wednesday 21st October 2020 between 4:00pm and 7:00pm

Thursday 22nd October 2020 between 4.00pm and 7.00pm

Appointments should still be booked using our online booking system where possible.

The first named parent/carer we have for your child will receive a text and/or email on **Friday 2nd October 2020**, after school, allowing you to go online and book your time. **The first named parent/carer is also the number we will contact for the consultation.** If you would rather another contact number was used please do contact the office directly to make them aware.

- Click the link that you receive through text message and/or email to take you to the confirmation page (You will need internet access to use this)
- You will see a page requesting your child's first name, so please enter it to continue. Any of your children's names will be acceptable.
- Once you have entered your child's name you will be taken to the booking page. This page will show you all of your children and all of the teachers that you need to book in with ***unless they are not linked on the school system in which case you will receive separate emails.***
- Next, please click 'please choose' to be shown a list of available times that you can click to book.
- Click 'book this slot' to finalise your booking. When the button has turned green you know your booking has been made.

At any time you can click the link on your phone or email again to check your booking time or even un-book by clicking the green button again. If you have more than one child to book for parents evening, please be sure to leave enough time between phone calls.

Make sure you book your parents evening quickly to ensure you get the best time for you. We should be grateful if you would note the following points regarding the interview evening:

- a) Due to time restrictions and the need to run to time, our teachers will attempt to phone you twice. If you miss both these calls you will have unfortunately missed your consultation.
- b) Phone calls are timed for 10 minutes each, which should normally be adequate. If you wish to discuss matters further the teacher will make another appointment with you, to avoid delay to the following phone calls.
- c) You may wish to have your child listening on loud speaker to join the discussion but this is not essential and completely your choice.

Online bookings will close at 3.30pm on Friday 9th October so any bookings after that will need to be done manually with the office.

Yours faithfully

Mrs S Holman

Headteacher