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10.3.21.

### **Parents' Evenings – March 2021**

Dear Parents/Carers,

We are delighted that our children are settling back into school so well. We realise the importance of maintaining the communication with you about your child's progress. Unfortunately, parents are still unable to come into school for meetings due to the COVID-19 restrictions. However, we will be having online parent meetings this term. To assist with arranging the meetings, we are using a new system which parents can book their appointment online. There are two evenings for parents to choose from for their 5 minute appointment:

**Monday 22<sup>nd</sup> March 4pm – 6.15pm**

**Tuesday 23<sup>rd</sup> March 4pm – 6.15pm**

For children who have a SEND Support Plan (SSP) these are currently being reviewed and a new one will be posted out to you as soon as possible. Should you require a longer 10 minute meeting with your child's teacher to discuss this, you have the alternative option of having a meeting on **Tuesday 30<sup>th</sup> March 4pm-6.15pm** instead.

Later today, we will send a link to all first parent contacts via your mobile phone and/or email address which will take you to our online booking system to select a time convenient for you. Parents of children with SEND, will receive an additional text to allow them access to book the meeting Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.

5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time.

7. When it is time to attend the meeting, all you need to do is click on the link you will have received 24 hrs beforehand.

More information about this booking system can be found underneath this letter on our website in a 'How to' guide.

Please make sure you book your parents evening as soon as possible to ensure you get the best time for you. Appointments must be booked by Friday 19<sup>th</sup> March.

Yours sincerely,

Mrs Hallsworth

Head of School