



Wednesday 11<sup>th</sup> November 2020

Re: Nursery Parents Consultations

Dear Parents/Carers,

This terms Nursery parent consultations will be taking place on the following dates:

- Miss Scott's family group- Monday 23<sup>rd</sup> November
- Miss Wild's family group- Tuesday 24<sup>th</sup> November
- Miss Silk's family group- Wednesday 25<sup>th</sup> November.

If your child is in morning nursery, consultation time slots will be between 9.30 and 11.15am. If your child is in afternoon nursery, consultation time slots will be between 1.00 and 2.45pm.

Appointments for your child's parent consultation will be available to be booked online- the booking system will go live on the afternoon of Thursday 12<sup>th</sup> November (you will be informed via text and will use the link within the text to make your booking).

Unfortunately, in light of the current Covid-19 pandemic we are unable to accommodate face to face meetings in school. Therefore, we will hold all consultations via Microsoft Teams, using your child's account. A Parent/Carer help guide has been created to help you access Teams and your child's log in details will be sent home with them (once they have been quarantined).

This is new territory for us and yourselves, so we have put together a small procedure so that it runs smoothly:

Prior to your appointment

- Please make sure you have booked an appointment on the online booking system.
- Please use your child's log in details to log into their Teams account, to ensure that you have access (this Teams password will be sent home to you by the end of this week).

On the day of the appointment

- Log into your child's Teams account at least 5 minutes before your allotted appointment time.
- Your child's class teacher will call you via Teams at your allotted time.
- Please ensure that you switch on your video (if you have a camera) and microphone as you answer the call.
- Your appointment will be strictly 10 minutes which will be indicated by the timer in the corner. If there are matters that need discussing that will take you over the 10 minutes, then we will of course arrange a further appointment with you.
- Unfortunately, we won't be able to share any of your child's work with you at this time.

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Miss R Kohli

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- During the call, your child's teacher will focus upon conversations around how your child has settled into school and will share with you some targets that your child will be working on next.

If for any reason you cannot access Microsoft Teams, please contact the school office.

We are sorry that we cannot welcome you into school as usual but hope you will find these alternative arrangements a positive experience- we are really looking forward to speaking to you all about your children. If you have any questions in the meantime, please feel free to get in touch.

Yours sincerely

R. Kohli  
Executive Headteacher.

