



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

Re: Parents Consultations

Dear Parents/Carers,

As you are aware, this terms parent consultations are taking place on Tuesday 24<sup>th</sup> and Wednesday 25<sup>th</sup> November. As you did last year, 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, this year is going to be slightly different in that 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.

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.
- During the call, your child's teacher will focus upon conversations around how your child has settled back into school in their new year group 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

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