

6<sup>th</sup> October 2020

## PARENT CONSULTATIONS – AUTUMN TERM 2020

Dear Parents/Carers,

At this time of year, we plan and run parent consultation meetings to enable you to discuss with your child's class teacher how your child has settled in and how they are performing as learners at the start of a new academic year. Unfortunately, due to current restrictions and government guidance, we are unable to hold these meetings in a face to face manner as we would have done usually.

We feel it is more important than ever to ensure that these meetings can still take place and have been exploring other options available to us so as to facilitate them in a safe but effective manner.

From consulting with the teaching staff, they feel most able and most comfortable doing this with you via a phone call where they will be able to tell you a little more about how your child has settled in, their achievements to date, results of recent standardised tests, how pupils are being supported with catch up and what you can do to support learning at home. The phone call will last for 10 minutes, in accordance with usual times allocated for consultations.

In order to facilitate this, we will have to stagger these meetings both in terms of days and times so as to ensure all the phones in the school are available and have developed a timetable:

Date	Class	Time
Monday 19 October	Nursery	1.00pm – 3.00pm
	Reception	4.00pm – 7.00pm
	Year 2	4.00pm – 7.00pm
	Year 3	3.00pm – 7.00pm
	Year 5	4.00pm – 7.00pm
Tuesday 20 October	Nursery	1.00pm – 3.00pm
	Year 1	4.00pm – 7.00pm
	Year 4	4.00pm – 7.00pm
	Year 6	3.00pm – 7.00pm
Wednesday 21 October	Reception	4.00pm – 6.00pm
	Year 2	4.00pm – 6.00pm
	Year 4	4.00pm – 6.00pm
	Year 5	4.00pm – 6.00pm
Thursday 22 October	Year 1	4.00pm – 6.00pm
	Year 3	4.00pm – 6.00pm
	Year 6	4.00pm – 6.00pm

You are now able to book your appointments online so if you would like to receive a phone call from your child's class teacher, please follow the instructions attached. If you require any assistance with this, please don't hesitate to contact the school office and they will be able to guide you through. You will notice that the office require up to



date phone numbers for you to be sent a link, so please return the slip at the end of the letter or contact the office directly to update your contact information. The class teachers will also use this information to contact you at your allotted time.

Thank you very much for your patience and understanding and we look forward to hearing from you in due course.

Yours sincerely,



Mr D. Adams  
Headteacher

### T2P ONLINE BOOKING SYSTEM INSTRUCTIONS

Parents Evening just got a whole lot easier because you can now book your appointments online. We will send a link on **Wednesday 7 October 2020** to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text 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 or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Please provide your up to date contact information below for our records before the link is sent out lunchtime on **Wednesday 7 October 2020**.



Name:

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Mobile Number:

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or alternatively, please inform the school office via telephone on 01283 247410 or email [shb-office@shb.jtmat.co.uk](mailto:shb-office@shb.jtmat.co.uk).



*"Happy children, inspired learners"*

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