

Parent's Evening – Thursday 10th November 2022

Dear Parents,

On Thursday 10th November we will be having parents evening – a chance to book an appointment to see your child's teacher to discuss their reports and targets for the rest of the year. This is a great opportunity to discuss how you can support your child moving forwards and is a good chance for those children who have national tests this year (Years 2, 4, and 6) to discuss these.

We will be offering parents the opportunity to meet the class teacher via TEAMS or face to face. This letter outlines the arrangements and gives key information on how to book and also how to join the online meetings if you would prefer this. We want to give you the option to choose which you would prefer.

We have changed the annual cycle for children on One Plans – due to this ALL parents should book a slot for this Parent's Evening regardless of if your child has a One Plan. Teachers will be in touch about arranging one plan meetings in due course.

Accessing Microsoft Teams

Please log into the Teams accounts as you did during Remote Learning.

Booking

Booking will take place online through 'Microsoft Bookings' – this is a system that is accessible without any Microsoft account. We will publish the link onto the class's Team General posts and Marvellous Me at **4.30pm on Thursday 3rd November**. All bookings are on a first come first served basis.

When you are booking your slot please ensure:

- You **MUST** select the correct date (**Thursday 10th November 2022**)
- You select the correct member of staff.
- When completing your details at the bottom of the booking page please can you complete: Your name, your child/ren's school email address and preferred contact phone number.

Please see pictures below of booking form...

10 November

DATE

TIME

Select the class teacher you want to see

Ensure correct date is selected – 10.11.22
If you select other dates we cannot guarantee you will get the slot you wanted

November 2022

Mo	Tu	We	Th	Fr	Sa	Su
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15:30	15:40	15:50
16:00	16:10	16:20
16:30	16:40	16:50
17:00	17:10	17:20
18:00	18:10	18:20

Pick your time slot here

Please indicate on here whether you would like a face to face meeting or an online TEAMS meeting. This must be filled in so the class teacher knows whether to call you or not. We do not have the capacity to ring you all to clarify so it is important that this box is filled in please.

The Meeting

If requesting an online meeting please be logged in to the Teams system at least 5 minutes before the call is to take place. This allows us to keep to a very tight time schedule to accommodate all parents. All teachers will endeavor to keep to time.

Our schedule will be very tight on the night so meetings will strictly be 10 minutes long. If the video quality is too poor during the call we will switch to a phone call to complete the Parent's Meeting in the allotted time.

If coming to an online meeting please ensure you are prompt to the meeting. Reception and Year 1 and 2 meetings will take place in the hall. Years 3-6 will take place in classrooms.

If you have any further questions, please don't hesitate to contact your Class teacher, Mr Dickson or myself.

Yours Sincerely,

Mrs Smith Head Teacher

Mr Dickson Deputy Headteacher

'God's word is a lamp to guide my feet and a light for our path.' Inspired by Psalms 119.105

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