



13 October 2021

Dear Parents

Our next Parent Consultation Evenings will be held on the following dates and times:

Thursday 11 November 4.00 - 6.30 pm

Wednesday 17 November 4.00 - 6.30 pm

These evenings provide an opportunity for parents/carers to discuss their child's work and progress with the class teacher.

This time the appointments will be held virtually with class teachers via *Google Meet*. Appointments, which will last for 10 minutes, will be made as usual using our [booking system](#) and then a few days before the date you will be emailed the appropriate link to join the meet for your child's class. Please note that if you have more than one child at school there will be a forced gap of 10 minutes between appointments.

In order for the evenings to run smoothly and to time, please be ready to request to join the *Google Meet* at the correct time for each of your appointments. Teachers will not let you in until the correct time, and will end the appointment promptly at the end of each 10 minute slot. Therefore if you are late joining you will have a reduced appointment time. Please do not expect or ask teachers to extend your appointment length for any reason.

To access *Google Meet* you will need an internet enabled device with a microphone, speakers and camera. We will check all the links work in advance of the meetings.

Please do not try to join the meet using your child's school *Google* account.

The [booking system](#) will open for bookings at 6.00 pm on Monday 18 October, but do check in advance of this time that you are able to log in, and if you have any problems contact the school office.

Yours sincerely

Samantha Sandle and Caroline Barriball
Co-Headteachers