



Wednesday 11th November 2020

Re: Parents Consultations- Structured Meetings

Dear Parents/Carers,

Your child's parent consultation meeting will take place through a structured meeting. This allows for a slightly longer and more in depth discussion, with your child's class teacher, focussing on your child's individual/specific needs and their current targets. Academic targets will be based on the relevant end of year, age related expectations. This will also provide you with an opportunity to find out how your child has settled in to their new year group.

These meetings will be taking place during the week beginning 23rd November and 30th November. Your child's class teacher will be in touch with you to book this in for a time that is convenient to you. Please note, **you will not be able to book this structured meeting parent consultation on the whole school booking system.**

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 (this Teams password will be sent home to you by the end of this week). 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:

Before the day of the appointment

- Please use your child's log in details to log into their Teams account, to ensure that you have access.

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.
- 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.

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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.

