7th October 2021

**Parents’ Evening – Tuesday 8th February (Face to Face) Wednesday 9th (TEAMS only)**

Dear Parents

In response to the parent survey, we are now offering the opportunity for parents to meet their teachers for Parent’s Evening appointments on TEAMS or Face to Face. The outcomes of the survey indicated that appointments on TEAMS were preferable. Therefore, we have tried to accommodate this by offering both options.

For logistical reasons

**Tuesday 8th February** will be **face to face meetings in school**

**Wednesday 9th February** will be via **TEAMS on line**

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All appointments will be no longer than 10 minutes.

**Booking Your Parent Meeting**

This time we are using the School Spider Online Booking function using the school APP or website.

All parents will already have their own individual logins using their email.

Parents will receive an instant smartphone notification and an email to tell you that you need to book a slot*. These are allocated on first come, first served basis.*

Parents can choose to use the app to book their slot or via the school website - <https://parents.schoolspider.co.uk/auth/login>

If you want to change your slot? No problem! Just need to go back to the app or desktop login and click any other available slot to change your own bookings.

*Automatic reminders!*

*Parents will receive automatic reminders to your smartphone 7,3,1 day before the parents evening to remind them to book or to remind them of the slot they have booked.*

***\*\*\*IMPORTANT – all parents with access to School Spider will received a notification. Please ensure only one parent makes the booking for your child to avoid booking more than one appointment\*\*\****

For appointments on TEAMS

Your child’s teacher will call you directly at the pre-arranged meeting time using the TEAMS account you have linked to school for video conferencing.

***\*\*\* Please note – these will be via your parental email addresses on file not the children’s accounts as the children are unable to have individual calls due to security restrictions placed on their accounts\*\*\****

For TEAMS appointments only:

* *The teacher will initiate the contact, please do not contact your teacher as they may be finishing a previous meeting*
* *Should a meeting extend beyond the allocated time a follow up meeting should be arranged if necessary*
* *Children in years reception to year 4 should not be present on TEAMS although children in year 5 and 6 may like to attend*
* *Should contact not be able to be made due to unforeseen circumstances e.g. technical issues, an alternative meeting can be rearranged on an alternative day*
* *School cannot be held responsible for technical difficulties with TEAMs in the home environment*
* *Contact school if you feel you will have any difficulties with using TEAMs so a telephone consultation can be arranged.*

Face to Face Appointments

* Parents should arrive slightly before their meeting time
* All meetings will be in the main school building, socially distanced
* We will follow guidance from the local authority and reserve the right to move meetings to TEAMs if COVID levels in the authority are deemed high and unsafe

Yours sincerely



Lindsey Walsh

Head Teacher