5th October 2022

**Parents’ Evening –**

**Wednesday 19th October (TEAMS only) Thursday 20th October (Face to Face)**

Dear Parents

In response to parental feedback, we now offer the opportunity for parents to meet their teachers for Parents’ Evening appointments on TEAMS or Face to Face. Last academic year, many parents appreciated the opportunity to hold their appointment virtually to accommodate work patterns and childcare. Therefore, we have tried to accommodate this by offering both online and face to face appointments.

****For logistical reasons

**Wednesday 19th October** will be via **TEAMS on line**

**Thursday 20th October** will be **face to face meetings in school**

All appointments will be no longer than 10 minutes.

**Booking Your Parent Meeting**

We use the School Spider Online Booking function using the school APP or website.

All parents will already have their own individual logins to the app and website using their personal 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.*

***Bookings will open on Wednesday 5th October at 5pm and close on Tuesday 18th October at 10am***

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 call your teacher or send messages 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*
* *Parents who wish to see their child’s books will have an opportunity on at the regularly book viewing. The next one is Monday 7th November after school.*

Face to Face Appointments

* Parents should arrive slightly before their meeting time
* All meetings will be in the main school building
* Books will be available to view and also at the regularly half-termly book viewing after school.

Yours sincerely



Lindsey Walsh

Head Teacher