



## **PARENT CONSULTATIONS – AUTUMN 2020**

**Monday 2<sup>nd</sup> November – 11.00am-4.00pm**

**Wednesday 4<sup>th</sup> November – 3.45pm-5.45pm**

Dear Parents/Carers,

Good news! Parents Consultations just got a whole lot easier because you can now book your appointments online.

Due to the current climate, the consultations this year will be held via a 10 minute phone call rather than face to face.

During your phone call the teachers will be discussing specific information with you:

- How your child has settled back into school
- Your child's behaviour & attitudes in school
- Attendance (if applicable)
- What you can do to support at home

### **How to Book**

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting. Please enter in here the phone number you will be contactable on.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Due to the teachers having to call every parent, these conversations cannot be longer than 10 minutes. If there is anything further that you wish to discuss, then a separate conversation can be arranged.

If your child is on the SEND register, you will receive a copy of their latest ISP by Friday 23<sup>rd</sup> October. If you would like to discuss this further, you can contact the School Office to arrange a phone appointment with our SENCo, Mrs Harvey.