



13th October 2020

Dear Parents/Carers,

PARENT CONSULTATION EVENINGS

The dates for the Parent Consultation Evenings for the Autumn Term are as follows:

Wednesday 21st October 3:30pm to 6:40pm

Thursday 22nd October 4:50pm to 8:00pm

The ten-minute meeting will be held virtually via **Microsoft Teams**. This video call will be an opportunity for you to discuss your child's transition back into school with their class teacher. Topics covered will be well-being, engagement, progress so far and attitude to learning. It is also a chance for you to inform the teacher of any relevant factors that might currently affect your child's learning or behaviour.

How do I book my appointment?

We use Scopay - our online system – for booking a Parents' Evening slot. This allows you to choose your appointment times with teachers. **Appointments can be made online using Scopay from 3.00pm on Wednesday 14th October 2020 until 3.00pm on Monday 19th October 2020.** Should you wish to make any changes after this date, please contact the school office and we will do our best to accommodate your request.

Please note that Parents' Evening is not available on the mobile phone app. Please log on to the Scopay.com website to make a booking. A guide explaining how to book appointments using Scopay will be emailed out with this letter.

IMPORTANT: If your child is on the SEND register and/or has an IPP, **the class teacher will contact you to arrange a separate time to meet with you either before or after half term**, as you will need enough time to discuss the usual parents' consultation topics as well as review your child's IPP and agree new targets.

What if I need two appointments?

The information you need relating to the virtual meeting will be emailed to all adults with parental responsibility for the child. If you usually make two separate appointments, please book them in the usual way and then email confirmation to the school office to clarify which adult will attend which appointment so that we can ensure the correct meeting link gets sent to you.

How do I join my virtual Parents Consultation?

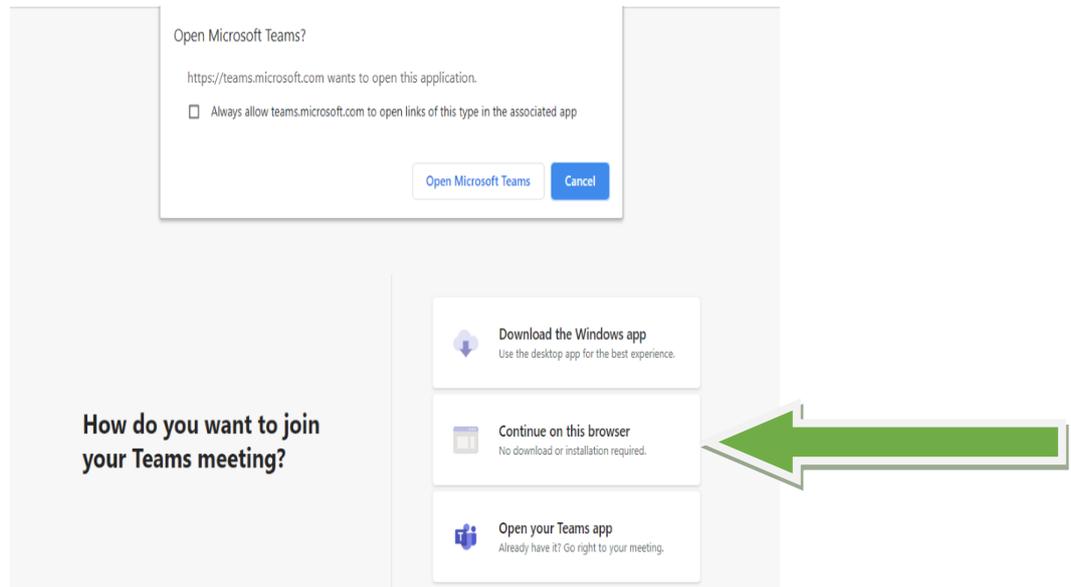
- Once you have booked your appointment time, you will receive an email on **Tuesday 20th October** containing a link which will allow you to 'accept the meeting invitation' and give you access to the virtual meeting. Please press 'Accept'.
- You will be able to join the meeting on a PC, laptop, smart phone or tablet.
- On the day, **a few minutes before** your allocated time, click on the 'join meeting' link in your email where you will access a virtual waiting lobby. **Please do not join the meeting any earlier than this.**

- The link looks like this:

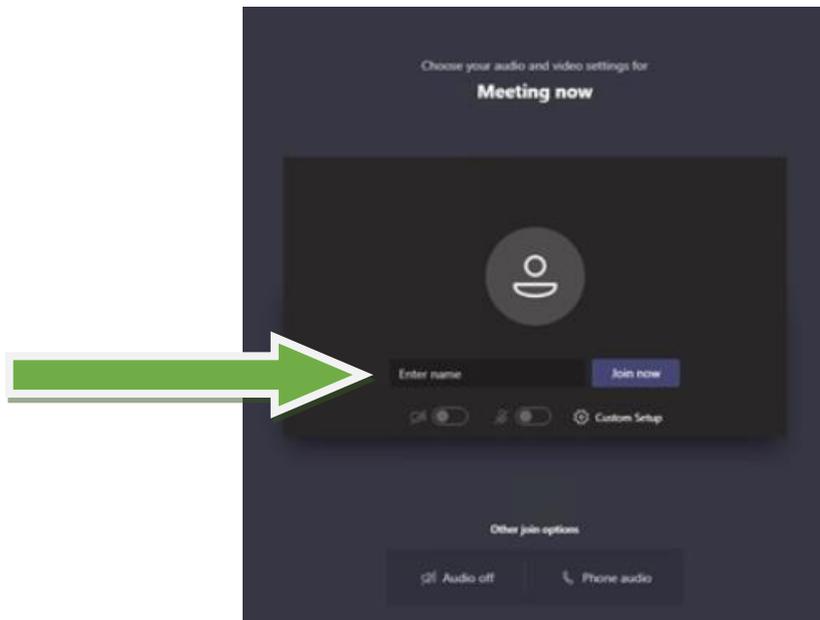
[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- You don't need to have download the Teams App – the link we give you will give you the option to open the meeting through a web browser. You will see a pop up like this. Please select 'Continue on browser.'



- Before you join the meeting, you will be prompted to add your name. To make this easy for the teacher to identify you in the waiting lobby, please enter your **child's name** and **NOT your name**.



- At your designated time, you will be admitted to the meeting with the class teacher. To ensure we can give every parent this opportunity, meetings will last 10 minutes and will automatically end after this time.
- Our teachers hope to stick to time however this is a new way of working for us, so apologies in advance if your appointment starts a few minutes after it is scheduled to. The teacher will

know you are waiting in the virtual lobby, so please be patient and they will admit you as soon as they can.

What if I am late, miss the meeting or need to extend it?

- Should you log in late to the appointment, the pre-booked time the meeting ends will still apply.
- Please note that if you miss your scheduled appointment for any reason, the teacher will not be able to see you at an alternative time that evening. In this instance, please contact the teacher to arrange an appointment on a different day.
- Further discussion opportunities beyond your allocated 10-minute window can be booked by sending an email to the School Office requesting a follow-up meeting with the class teacher.

E-Safety

- Following safer internet practice, please hold the meeting in a quiet room with a neutral background or use the 'blur background' tool on Microsoft Teams.
- You are invited to this virtual Parents' Consultation on the understanding that you are NOT permitted to photograph or record the meeting. Our teachers will not be allowed to do this either.

Thank you for your ongoing support as we progress through the Autumn Term. We do hope that you will be able to attend.

Yours sincerely,

Miss R. Scales
(Deputy Head Teacher)