

Wednesday 23 September 2020

Dear Parent/Carer,

Virtual Parents Evening - Online Appointment Booking

We would like to invite you to attend our Virtual Parents' Evenings on Monday 19th and Tuesday 20th October. Meetings will be held via video call through our new parents evening system, allowing you to have a 'face-to-face' conversation with your child's class teacher whilst remaining 'Covid Secure'.

We are introducing a new intuitive and easy to use online appointment booking system, which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system automatically creates a video call meeting of 10 minutes. Please note that the meeting will always close 10 minutes after the booked starting time, so if you log in late the timer will have already started and the meeting cannot be extended. Teachers will also start to close the meeting from 8 minutes as they need to be ready to take the next call, please be respectful of this.

Appointments can be made from 8:30am on 30th September and will close at 6:00pm on 16th October. Should you wish to make any changes after this date please contact the school office.

If your child receives SEN support then there will also be the ability to book an appointment with the SENCO, Miss Phoenix, when you log into the booking system.

Guides to using the booking system and attending the video appointments are attached.

Please visit <https://grangefieldowl.parentseveningsystem.co.uk> to book your appointments. Once you have entered your name and contact details you can login with the following information:

Child's First Name
Child's Surname
Child's Date of Birth

Yours sincerely

Gemma Kydd
Deputy Headteacher