

Friday, 23rd February, 2024

Reception - Year 5 Parent/Carer Consultation Evenings

Dear Parents & Carers,

I am pleased to be able to inform you that we will be holding parent/carers consultation evenings this half term.

Our consultation evenings will take place on:

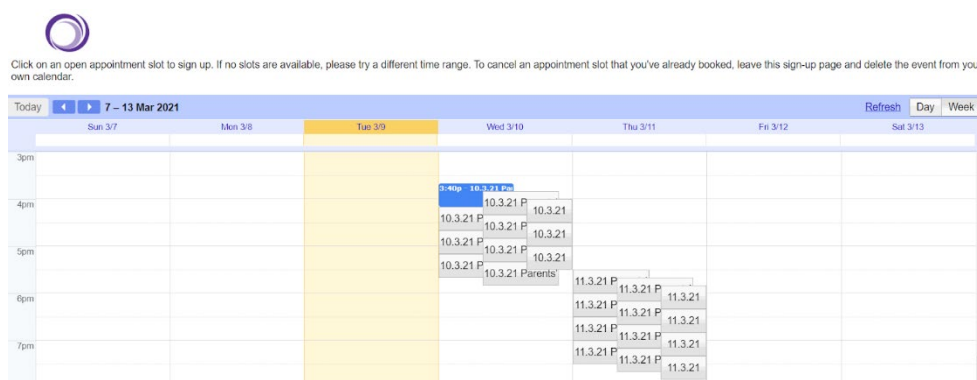
Monday 18th March 3.30 - 6pm
Wednesday 20th March 3.30 - 6pm

Appointments will be booked online. To book an appointment you will need to follow a link for your child's class which will be emailed out separately on **Monday 26th February 2024 at 7pm**. This will then offer you a range of available appointments all of which are 10 minutes in duration.

A video of how to undertake this process can be found [here](#) (this is an old video and does include references to google meets - we will not be hosting any consultations via this platform; **they will all be face to face**).

In summary, the steps that you will need to undertake are as follows:

- Sign in to Google with your **child's** Google login (the one they use for school which will be in their planner);
- Follow the booking site link for your child's class listed in the table below;
- Scroll to the dates of the parents evening (18th and 20th March);
- select your preferred time slot;



- Check your child's details are correct (this will automatically fill in if you are signed into Google as your child) and press the save button;
- Repeat this process for children you may have in other classes - you do not need to worry about logging back in as your other child, if they share the same surname, we will be able to match them up.

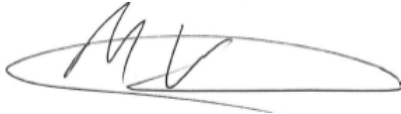
We also ask that, where it is possible, parents who are living separately endeavour to attend the appointment together as we can only offer 1 time slot per child. In this scenario, please liaise with each other as to which appointment slot suits both parties in advance so that only one appointment is booked per child. If this is not possible, alternative arrangements must be made by speaking directly to the teacher.

The appointments will go live on **26th February 2024 at 7pm** and will be sent in a separate letter via email. We are sending this letter in advance to give you the opportunity to familiarise yourself with the process and to ensure you have your child's Google login (which can be found in their planners) ready in advance.

Should you require any support, please do not hesitate to contact us in school. This is a process which has worked well in several of my other schools and has made the process much quicker and easier for all involved.

Yours faithfully,

Matthew Vickers

A handwritten signature in black ink, appearing to be 'MV', enclosed within a large, horizontal oval shape.

Lead Principal