



# St Patrick's RC Primary School, Dipton

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Headteacher: Mrs J Burgess

Wednesday 7<sup>th</sup> October 2020

Dear Parents/Carers

## **Parents' evening dates autumn 2020**

Our electronic booking system will be open from **9.30am Friday 9<sup>th</sup> October to 3.30pm Monday 12<sup>th</sup> October** to arrange your parents' evening appointments this term. You will receive a personalised link to the booking system via your registered mobile phone number and email. We have included a reminder of the instructions overleaf (or as an introduction to the system for our new Reception parents). This term, as seems to be the case with many aspects of life at the moment, we will be doing things differently. Parents' evening will be via a phone conversation rather than face-to-face.

If your child is due to have a review regarding additional special educational needs, you will be asked to book a separate appointment with Mrs Brotherson via a phone call from the school office on Friday morning. This will be instead of your parents' evening appointment. Please be assured, Mrs Brotherson will have had a detailed conversation with your child's class teacher prior to talking with you.

*The dates of our parents' evening are as follows:*

**Wednesday 14<sup>th</sup> October 3.30pm – 6pm**                      **Reception – Y6 (not Y2)**

**Wednesday 21<sup>st</sup> October 3.30pm – 6pm**                      **Reception - Y6**

**Wednesday 4<sup>th</sup> November 3.30pm – 6pm**                      **Y2 only**

*The dates of our SEND reviews are as follows (lasting approximately half an hour):*

**Wednesday 14<sup>th</sup> October 9am – 12noon**

**Thursday 15<sup>th</sup> October 9am – 12noon**

When booking your appointment, please remember to leave a 10-minute gap between the end of a first appointment and the beginning of a second if you have siblings in school. This is to hopefully accommodate any unexpected delays (e.g. if you book 4pm for one child the earliest second appointment would be 4.20pm).

When completing the on-line booking form, please give your landline number first in the comments section. If you do not have a landline, please give your preferred mobile. At the time of your appointment, you will receive a call from a withheld number so please do not reject the call.

Conversations will last up to 10 minutes. Staff will not be able to go beyond this as other parents will be waiting. Two attempts will be made to call on the number listed on the appointment booking form. The staff member will then leave a message but they will not be able to take a return call.

We are trying our best to adapt in these uncertain times, whilst still providing the best education possible for our pupils and keeping you fully informed of all developments. Your readiness to work with us so positively is much appreciated!

Kind regards

Mrs Burgess  
Headteacher

**IF YOU HAVE DIFFICULTY IN READING OR INTERPRETING THIS DOCUMENT PLEASE CALL 01207 570316**



## **Instructions for booking your parents' appointment on line**

We will send a link to your mobile phone and email address at **9.30am on Friday 9<sup>th</sup> October** 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, please contact the office if you do not have access.
2. Enter your child's legal 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 your preferred contact telephone number at this point.**
5. After you have entered any notes and your contact number, 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 (please leave a 10 minute gap between sibling appointments).

Appointment bookings will close at **3.30pm on Monday 12<sup>th</sup> October 2020.**

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