



St Patrick's RC Primary School, Dipton

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Headteacher: Mrs J Burgess

Thursday 25th March 2021

Dear Parents/Carers

Summer term parents' evening updates

Dealing with the pandemic has forced us all to look at new, more efficient ways of working across all aspects of school life. This is particularly important when we consider maintaining an excellent level communication between home and school.

As we mentioned in an earlier letter, we intend to arrange a parents' evening when we return after Easter. These sessions were carried out via phone appointments in the autumn term. Moving forward, we would like to conduct these meetings via video as we feel face-to-face contact will provide a better experience for both teachers and parents.

As a result of home-schooling, we are all now further on in our use of technology to support children's learning (possibly to varying degrees) and we want to continue to utilise this approach to good effect.

Using our Teachers2Parents platform, which provides the text and email service to school, we plan to set up parents' evening appointments for **Wednesday 21st April and Wednesday 28th April 3.30 – 6pm**. We will send you a parents' guide via email and will also upload this onto our school website. You will be invited to book your preferred slot using our electronic booking system (instructions attached), from **Tuesday 13th April 9am to Thursday 15th April 3pm**.

We are hopeful this system will run smoothly, but we embark on this with a sense of realism! On your designated appointment night, if school encounters difficulty making contact, via video, staff will have your mobile number to call you. If, after the majority of the call is complete and video contact fails, we will contact you at a later point in the week if essential points of the discussion were not covered. Calls will last for a maximum of 9 minutes and there will be a timer on your screen. To make this process fair for everyone involved, staff will be instructed to stick rigidly to the 9-minute rule and conversations will end at this point (apologies, even if mid-flow). I am sure you understand that this is to ensure the process remains as efficient as possible. As this is our first attempt at parent's evening in this format, we ask that meetings involve parents/carers only to optimise the time available. Teachers provide on-going feedback to pupils throughout the day.

As reviews for pupils with additional special educational needs are currently underway, you will not have to book an additional appointment with your child's class teacher unless you wish to do so.

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.

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

We are trying our best to adapt in continuing 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, as always, much appreciated!

Kind regards

Mrs Burgess
Headteacher

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Instructions for booking your parents' appointment on line

We will send a link to your mobile phone and email address at **9am on Tuesday 13th April** 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 brief notes that you might want the teacher to see before the meeting. **Please also enter your preferred email and contact telephone number in the comments/notes at this point.**
5. After you have entered any notes and your contact details, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made. Reminder to please leave a 10-minute gap between sibling appointments.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time.

Appointment bookings will close at **3.30pm on Thursday 15th April.**

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