



St Patrick's RC Primary School, Dipton

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Headteacher: Mrs J Burgess

Monday 12th April 2021

Dear Parents/Carers

Reminder Summer term parents' evening updates

Further to our letter on Thursday 25th March, we would like to remind you that we will be conducting our parents' evenings using our Teachers2Parents platform on **Wednesday 21st April and Wednesday 28th April 3.30 – 6pm**. This will be via video. You have already been emailed the parents' guide and this has also been uploaded onto our school website. Our electronic booking system (instructions attached), will open tomorrow - **Tuesday 13th April 9am until Thursday 15th April 3pm**.

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, it is important to stick to the allocated times and the system will automatically stop individual conversations after 9 minutes. As this is our first attempt at parents' 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! Thank you.

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 **3pm on Thursday 15th April.**

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