



# St Patrick's RC Primary School, Dipton

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Headteacher: Mrs J Burgess

Tuesday 28<sup>th</sup> September 2021

Dear Parents/Carers

## Autumn term parents' evening

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 of communication between home and school.

In the summer term, we conducted parents' evening via Teachers2Parents video. Following on from these sessions, we issued a questionnaire and we received a fair number of responses from each year group. We sent out the results of this survey on 14<sup>th</sup> May 2021 providing examples of the positive comments/ideas for possible improvements and examples of any additional comments parents wished to share.

When asked if parents would like to continue with the video system. This was the overall breakdown.

● Yes	39
● No	8
● Maybe	15



As the majority of parents/carers responded positively to this approach, we intend to continue with this for the autumn parents' evenings.

Using our Teachers2Parents platform, which provides the text and email service to school, we plan to set up parents' evening appointments for **Tuesday 12<sup>th</sup> October and Tuesday 19<sup>th</sup> October 3.45 – 6.15pm**. 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 **Wednesday 29<sup>th</sup> September to Friday 1<sup>st</sup> October**.

I know a small number of parents had technical issues on the night last time. To help avoid this, we advise you try the system beforehand and iron out any problems in advance.

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,

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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. This time has remained at 9 minutes. I appreciate some wanted to make this slightly longer, but this keeps appointment times for both staff and parents more straightforward to follow. It also gives staff a minute to take a breath and gather thoughts for the next appointment, which I am sure you will agree is of benefit to you as parents as well as staff.

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 the first parents' evening of the new academic year, the focus will be on how the children have settled into new routines and attitude to work. The teachers will not be sharing any specific pieces of work from exercise books during the sessions but children will bring home an independent piece of writing in advance of the parents' evening sessions (Y1 – Y6). The teacher can talk you through aspects as necessary. In the spring term, we hope to hold a face-to-face session where you will be able to look through a wider range of children's work.

As reviews for pupils with additional special educational needs are currently underway, you will not have to book an parents' evening appointment with your child's class teacher unless you wish to do so. These will continue after half term and, if you have not been contacted by Mrs Brotherston already, she will be in touch shortly to make an appointment.

When booking your parents' evening 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. Without this, the teacher will be unable to contact you should the video connection fail. 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.**

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 **9.30am on Wednesday 29<sup>th</sup> September** 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 Friday 1<sup>st</sup> October.**

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