



St Patrick's Catholic Primary School, Dipton

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Headteacher: Mrs J Burgess
We follow in Christ's footsteps

Tuesday 1st November 2022

Autumn term virtual parents' evening

Dear Parents/Carers

Using our Teachers2Parents platform, which provides the text and email service to school, we plan to set up virtual parents' evening appointments for **Wednesday 9th November and Wednesday 16th November 3.30pm-6pm for Years 1,2,3,5 and 6**. Reception parents will have a separate meeting and will receive a letter accordingly.

We will send a link to your mobile phone and email address at **9.30am tomorrow (Wednesday 2nd November)**, which will take you to our online booking system to select a time convenient for you. We will send you a parents' guide via email and will also upload this onto our school website. If you have not received an email or text by 10.30am please contact the school office. Appointment bookings will close at 3.30pm this Friday (**4th November**).

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. 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.

In the spring term, we plan to hold a face-to-face session where you will be able to look through a wider range of children's work.

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



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 2nd November** 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 4th November.

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