




**Saltford**  
CofE Primary School

Saltford CofE Primary School  
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Headteacher: Dawn Sage

Co-Chairs of Governors: Megan Jackson and Richard Rowland

October 2020

Dear Parents and Carers

**Virtual Parents' Evening Monday 16<sup>th</sup> November & Thursday 19<sup>th</sup> November 2020 -  
Online Appointment Booking**

I would like to invite you to attend our Virtual Parents' Evening on Monday 16<sup>th</sup> November or Thursday 19<sup>th</sup> November. This is an important evening and provides you with an opportunity to speak with the class teacher/teachers. Unfortunately given the current situation we are unable to meet face to face and therefore our plan is to meet via a video link.

We appreciate as this is from your home that we cannot provide a crèche service to look after your children. This is a meeting that works best when it is between parent and teacher so if your child can be occupied whilst the meeting takes place that would be much appreciated.

Our online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Mrs Godwin, the Inclusion Leader, is available to speak with parents. If your child receives SEN support you will be able to make appointments with Mrs Godwin, should you wish to speak with her. *There is no need to make an appointment unless there are any outstanding matters relating to your child's SEND to discuss.* Please ensure that any appointment booked is after you have spoken to the class teacher.

Should you wish to make an appointment with Mrs Sage, please contact the school office.

Appointments can be made from Sunday 18<sup>th</sup> October at 6 pm and will close on Sunday 1<sup>st</sup> November at 8 pm. Should you wish to make any changes after this date please contact the school office.

We can offer *one appointment per family* and one appointment with your class teacher and Mrs Godwin if appropriate using this system. If a second appointment is required, please contact the school office who will arrange a telephone consultation with the teacher on an alternative evening.

Please visit <https://saltford.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name:           Forename  
Student's Surname:           Surname  
Students Date of Birth

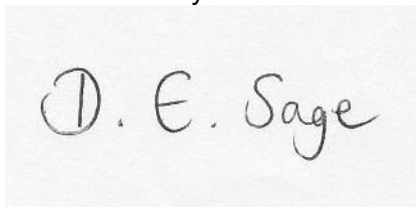
If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

With this letter you will find a guide on “How to attend appointments over video call”. Please ensure you are familiar with how to access the system in preparation for your appointment and that you have the minimum system requirements as detailed on the guide. Please ensure you are available to attend your appointment promptly at the arranged time. Appointment times have a fixed start and end time. It will not be possible to speak with your class teacher at any other time during the designated evening as they will be speaking to another parent. Appointments will last for a maximum of 10 minutes – the video call will discount after this time. Both parents and teachers will be able to see a countdown clock on their screen indicating how much appointment time is remaining. You can always touch base with staff should you need further discussion time.

In the event of an issue, the teacher will contact you via telephone and the appointment will be conducted via this medium. Please therefore let the office know if you need to update your telephone number.

We are really pleased we have found a positive solution.

Yours sincerely

A photograph of a handwritten signature in black ink on a light-colored background. The signature reads "D. E. Sage" in a cursive, slightly slanted script.

Mrs D Sage  
Headteacher