



Saltford
CofE Primary School

Saltford CofE Primary School
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Headteacher: Dawn Sage
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November 2020

Dear Parents and Carers

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

I am writing to remind you to attend our Virtual Parents' Evening on Monday 16th November or Thursday 19th 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, which we have tested with a number of parents.

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.

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.

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. If staff need to contact you via the telephone, the originating number will be withheld.

We are really pleased we have found a positive solution and look forward to speaking with you shortly.

Yours sincerely

Mrs D Sage
Headteacher