



**Saltford**  
CofE Primary School

Saltford CofE Primary School  
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Headteacher: Dawn Sage  
Co-Chairs of Governors: Megan Jackson and Richard Rowland

21<sup>st</sup> October 2021

Dear Parents and Carers

### **Virtual Parents' Evening Thursday 18<sup>th</sup> and Monday 22<sup>nd</sup> November 2021 Online Appointment Booking**

I would like to invite you to attend our Virtual Parents' Evening on Thursday 18<sup>th</sup> or Monday 22<sup>nd</sup> November. This is an important evening and provides you with an opportunity to speak with the class teacher/teachers. Although we appreciate that some of you would prefer a face-to-face meeting, after a discussion with B&NES Public Health, their advice is to arrange virtual appointments for next term. We are, however, hoping to enable parents/carers to come onto site to look through their child's work with them, should case levels fall to a safer level.

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

Our online appointment booking system allows you to choose your own appointment time(s) with teachers and you will receive an email confirming your appointment.

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 note that Mrs Godwin is not able to comment on your child's progress, SEN provision or plans – these are within the remit of the class teachers.*** If you do make an appointment, please ensure it is booked **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 Monday 25<sup>th</sup> October at 9 am and will close on Monday 8<sup>th</sup> November at 4 pm. Should you wish to make any changes after this date please contact the school office.

We can only offer *one appointment per family* with your class teacher and one appointment with Mrs Godwin, if appropriate, using this system, although this video appointment can involve more than one parent/guardian who does not have to be at the same physical location for the call. If this is not possible and a second appointment is required, please contact the school office who will arrange a telephone consultation with the teacher on an alternative evening.

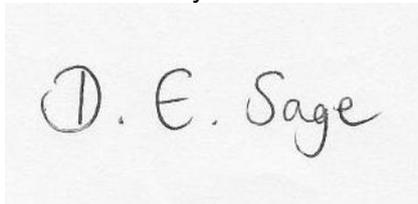
Please visit <https://saltford.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

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 disconnect 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.

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 style.

Mrs D Sage  
Headteacher

Encs