

12<sup>th</sup> October 2020

Dear parents/carers

## Virtual Parents Evening

Our parents' evenings are an excellent opportunity to spend time together as teachers and parents to celebrate and discuss your child's learning and development. This term, they are taking place virtually during the following dates and times.

**Tuesday, 20<sup>th</sup> October between 4pm and 6.45pm**  
**Thursday, 22<sup>nd</sup> October between 4pm and 6.45pm**

The purpose of this meeting is to provide you with an opportunity to find out how your child has settled in their new year group and find out their end of year targets for reading, writing and maths.

### How they will take place

As I am sure you will understand, we are unable to host these meetings in person this year. They will, therefore, be taking place using 'Google Meet' which I am sure many of you will be familiar with.

If you will be using your phone for the meeting you will need to download the app in advance; if you are using a computer you do not need to download anything. If you are unable to use 'Google Meet' for any reason please let us know and the meeting can take place via telephone.

### How to make your appointment

A booking sheet for each class will be available from drop off time on Tuesday, 13<sup>th</sup> October and will be placed under the canopy area by the green gate. Once you have dropped off your child, or collected them, please make your way to the table to book your appointment(s). **We ask that you adhere to the one way system we have in operation and ensure social distancing at all times.** Please bring your own pen where possible, however we will have hand sanitiser available for you to use.

If you are a parent in Doves and will not be coming to the school grounds to collect siblings you may call the school office to make your appointment, again from Tuesday, 13<sup>th</sup> October (*between 9.30am and 2.45pm*).

### What happens next?

Once you have added your name to the booking form, your child's class teacher will email you an appointment invitation. It is from this email that you will be able to access the virtual meeting at your scheduled date and time.

If for any reason you or we have technical difficulties on the night then your child's class teacher will call you the following day to rearrange.

I am unable to make either of these dates

Please either put a message in your child's Home School Link book or email them on the class email and they will be in touch to arrange a mutually convenient time.

Our thanks in advance for your patience during the evening as teachers strive to 'stick to time'. Please can we ask that if during the meeting you find you need more time to discuss your child, rather than overrun, we are happy to arrange an additional appointment for you.

Thank you once again for your support during these unprecedented times.

Yours sincerely

A handwritten signature in black ink that reads "Heaslip". The signature is written in a cursive style with a large initial 'H'.

Miss Heaslip  
**Acting Headteacher**