



Friday 16th October 2020

Dear Parents and Carers

Parents' Evening

As a result of the current COVID-19 pandemic, we have had to make some changes on how we can safely deliver our Autumn Term parents' evening. We are pleased to offer parents the opportunity to meet with their child's class teacher via a video call. The purpose of the meeting is to discuss your child's progress at school. It will also be an opportunity to celebrate their successes as well as discuss targets for your child to achieve this term. This is a crucial meeting so that you are fully informed about your child's progress and we strongly encourage parents to book an appointment.

Parents' evening will take place over 4 evenings on the dates below:

Wednesday 4th November (3:30pm – 5:30pm)

Thursday 5th November (4pm – 6pm)

Wednesday 11th November (3:30pm – 5:30pm)

Thursday 12th November (4pm – 6pm)

To book your child's parents' evening appointment, simply click on the link provided and follow the instructions. You will receive an email confirmation of the time slots you have booked online.

<https://parklandps.schoolcloud.co.uk/>

Please note that time slots are available on a 'first come' basis. If you require appointments with more than one teacher, it is advised that you book these promptly to avoid longer waiting times between appointments. The scheduling assistant will be able to suggest appointments that are close together to avoid meetings on multiple nights. **The booking for parents' evening opens at 4pm on Friday 16th October. It will close at 4pm on Monday 2nd November.**

Appointments are strictly timed to 10 minutes and the software will automatically end the video call after this period. **If you are unable to make a video call appointment due to remote access issues, you can request a telephone conversation when making the appointment.** Simply ask for a telephone conversation in the message section.

Included in this letter is a helpful guide to make your appointment. If you require assistance with the online booking system, please speak to a member of the school office team and they will be able to help.

Yours sincerely

Mrs J Andrews
Headteacher