

28th January 2022

Dear Parents/Carers

PARENTS EVENING APPOINTMENTS

As you will be aware, Parents' Evenings have been scheduled for the week beginning 7th February, 2022. In view of the ongoing Coronavirus pandemic, we have been considering the best ways to arrange these, so are offering the following options:

1. In Person Meetings:

We are inviting parents to attend Parents Evenings to discuss their child(ren)s progress on the following dates:-

For Reception, Year one, Year two, Year Three, Year Five and Year six

Monday 7th February 2022: 3.15 to 5.55

Wednesday 9th February 2022: 3.15 to 5.55

For Year Four

Wednesday 9th February 2022: 3.15 to 5.55

Thursday 10th February 2022: 3.15 to 5.55

All appointments must be made on Wisepay as follows

Log onto Wisepay via the website in the usual way

Click on the Parents evening icon

Click on the view details button for the parents evening you wish to attend

Scroll down and select an available slot (see key above appointments for available slots)

All bookings must be made before 23.59 on 4th February.

Using the Wisepay system you will only be able to book one appointment for your child. Any families wishing to book a separate appointment for each parent, please call the school office and we will book this for you.

We wish to keep everyone safe so the following procedures will apply:

- If arriving by car, please park on the playground and wait in your vehicle.
- The teachers will send you a text, via Pupil Asset, when ready to meet you for your appointment.
- If there are technical problems and you have not received a text within two minutes of your scheduled appointment time, please make your way to wait outside your child's classroom door, where the teacher will meet you when ready.
- We ask that all parents attending come to the outside door of their children's classroom. Please do not enter via the front door.
- Masks must be worn for these face-to-face appointments. If you do not wish to wear one, please arrange a video appointment instead, details below.

Set Sail for Success



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- If not arriving by car, you are welcome to wait in the hall, using the side door as the entrance. Seats will be spaced around the hall. When receiving the text message, please make your way to the outside classroom door.
- It is essential that appointment times are kept to in order for the system to work efficiently. Should additional time be needed, this can be arranged with your class teacher at a later date.

Virtual meeting

Should you prefer a virtual meeting, please write in your child's home contact book and their class teacher will then make contact with you to arrange a mutually convenient time.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'A. S. Williams'.

Mr A Williams,
Interim Headteacher