



1st October 2021

Dear Parents/Carers,

Parent Teacher Consultations – Reception to Year 6

After our highly successful first 'online' Parent/Teacher Consultations in February and after reading parents' positive feedback from the parent questionnaire sent out at the end of last year, I am pleased to confirm that Parent Teacher Consultations will once again be on Microsoft Teams. A number of parents found it convenient to be able to join online from home and/or work. Additionally, to invite large numbers of parents in to the school is not preferable from a COVID point of view.

The meetings will be held on the **Tuesday 19th, Wednesday 20th and Thursday 21st October 2021**, with the usual ten minutes allocated per child. If you have more than one child, please try to leave at least a ten minute gap between appointments. As we have a limited amount of slots, as per our policy on our website, we would request that separated parents join the same meeting for their child's consultation(s). **Nursery will be contacted separately about how we will update you about your child's progress.**

Chesnut Class Only

Please note that your Parent/Teacher Consultations will take place on **Wednesday 20th and Thursday 21st only**. Both evenings will start at 3:30pm.

The booking system for Parent/Teacher Consultations will go live on **Monday 4th October at 6pm**. You will be able to book your appointments once you receive the PMX notification. The window for online bookings will close one week before each session - for Tuesday appointments at 3.30pm on Tuesday 12th October, for Wednesday appointments at 4.30pm (**Chestnut Class** – bookings for this day will close at 3:30pm) on Wednesday 13th October and for Thursday appointments at 3.30pm on Thursday 14th October. **You will receive an invitation to the Teams meeting by no later than Monday 18th October.**

For parents with children in Years 1 – 6

You will need to login to your child(ren)'s Teams account and check the 'Calendar' section for your meeting(s).

Year 1

On Monday 4th October, you will receive your child's login details for Teams; these will be stuck in their Yellow Reading Records. You will find an instructional video on how to login to their teams



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account on the school website (www.barrowhedges.com). To locate this video, please follow this pathway: Learning and Curriculum > Curriculum > Homework (on the right hand side of page).

Reception

One parent will receive a Teams meeting invite to their personal email address.

You will find attached to this ParentMail, instructions on how to access your meeting(s) on Teams. Last year, we found that a number of parents were contacting the school office last minute with issues regarding their meeting(s). Therefore, we urge parents to check as soon as possible, that you are able to access your child(ren)'s meeting(s) and if you have any issues, please **email** the school office on (office@barrowhedges.com) as soon as possible so that we have sufficient time to resolve this.

Kind regards,

A handwritten signature in cursive script that reads "Louise wood".

Louise Wood
Headteacher