

Newchurch Community Primary School
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Headteacher: Mrs J Narraway

21st September 2020

Dear parent/carers,

It seems such a long time ago since we had parents' evening in the Autumn term of 2019, and so much has happened since then too. For those of you who are able to think back that far, we looked at changing the organisation of parents' evening to parental conferences during the school day, between the hours of 9am and 6:30pm. This was as a result of our duty and commitment to the staff's well-being and workload as previously they would have done another five and a half hours on top of their school day to meet with parents.

Our new system is set up to enable parents to book a ten minute slot with their child's class teacher on the day allocated to their year group. Due to unforeseen circumstances, we have needed to alter some of the dates we had originally set – for this we apologise for any inconvenience caused. The parental conference days will be as follows:

Class	Date
Reception	Friday 9 th October
Year 1	Monday 5 th October
Year 2	Tuesday 6 th October
Year 3	Wednesday 7 th October
Year 4	Tuesday 6 th October
Year 5	Friday 9 th October
Year 6	Thursday 8 th October

Using the contact details you have given us, you will receive an email or a text with a link to book your time slot with your child's class teacher. This link will go live at **6pm tomorrow (Tuesday 22nd September)**. Only the parent who is registered as the first point of contact will receive the link. In the past, parents have received letters and then staff have met to organise times. The new systems allows for you as parents to book your slot online.



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When you receive the link via text/email, you will be asked to input the first name of your child. You will then be shown the name of your child and their teacher. All you have to do is click on the time you would like to book to secure the time – a little like booking a table at a restaurant. As the booking system is live, you will only see the time slots that are available. Should you have any issues with the link, please contact the school office.

Of course, in the current circumstances we need to keep to our risk assessment and so all our parental conferences will be conducted virtually using Google Meets. At the time you have specified, you will be sent a link by the class teacher to join the meeting. The email address we have on file for you will be used.

It is important that you keep to the ten minute time slot allocated to you so everyone gets their scheduled time. During the parental conference, information will be given regarding how your child has settled into their new class following the return to school, how they are doing academically and what the focus needs to be going forwards. We would love to hear how you feel your child has been doing also.

Whenever we use technology, there is potential for things to go wrong. In the event that the video link does not work, the class teacher will ring you on the telephone to speak with you. We also appreciate that using technology can be tricky and so if you require some support, please do not hesitate to get in contact with us.

We look forward to speaking with you all.

With kindest regards,



Mrs Jayne Narraway

Head Teacher



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