



Carrington Junior School

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Dear Parents/Carers

We are pleased to be able to give you information about our upcoming Parents' Evenings which will be held on Tuesday 1st and Wednesday 2nd December this term.

We are using a new system called School Cloud to make appointments and hold the meetings virtually. There is a user guide attached to this email which should help you to book your appointment.

Bookings for appointments will open on the morning of 16th November 2020 and will close on the afternoon of Friday, 27th November.

As virtual parents' evenings are new to us all, we thought it important to establish some ground rules so that all participants are following the same protocol, which should ensure everyone's wellbeing:

- Conversations should take place in appropriate rooms.
- All participants should be appropriately attired as they would be for a real-life face to face meeting.
- No conversations should be recorded.
- If you are using a device with eg FaceTime or WhatsApp to enable both parents from different households to attend simultaneously, please flag this up to the teacher as a matter of courtesy at the start of the conversation.
- Both teachers and parents have the choice of using audio or video.
- As in real life, your son/daughter is welcome to attend.
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time.
- There may be a slight delay in the first few seconds of each appointment while each party connects to the call.
- Please use the comment box to flag up any queries or concerns that you would like to discuss during your appointment slot at the time of booking.
- If your conversation needs to continue beyond your allocated time slot (after which the system will end your appointment), please contact your child's teacher by SeeSaw in order to agree a time to continue.
- There may be unexpected technical glitches during your appointment time. Unfortunately, these issues cannot be avoided. If this happens, your child's teacher will make contact with you to rearrange an alternative time.

SEN appointments only

If your child is having a SEN appointment with both the class teacher and the SENDCo, you will have already been contacted with an appointment time. You do not need to make an appointment, but you will still need to log on to the School Cloud system for your appointment. Please try this out in advance. You should have been sent an email with the link.

If you have any difficulties with this process, please contact your child's class teacher by SeeSaw or the school office by email.

We look forward to meeting with you.

Yours sincerely

Mrs A Majcher
Head Teacher