



Upper Beeding Primary School

School Road, Upper Beeding, BN44 3HY.

Tel: 01903 812288 Fax: 01903 816401

Email: office@upperbeeding.w-sussex.sch.uk

Website: <https://upper-beeding.eschools.co.uk/web>

Head Teacher: Mrs R Linford

Wednesday 24th February 2021

Dear Parents / Carers

PARENT MEETINGS Tuesday 2nd March and Thursday 4th March

I do apologise for the lateness of this notification regarding parent meeting appointments for next week, but we have been waiting for the VLE appointment system to work. Unfortunately this is still not operational.

Due to the technical difficulties with our previous booking system we have decided to allocate you the same appointment times and days that you had for the March meetings for the October parent meetings. We understand that these will not necessarily be convenient for you and can rearrange if necessary, once you have indicated this using the system below:

Parent Meeting Invite by Email

You will be receiving an email by Friday 26th February from your child's class teacher to indicate your parent appointment date and time. **Please note you cannot reply to this email as it's not linked to an active email account.** If in doubt of receipt please check your junk box before contacting the Office.

You will receive an email with a subject line that will look something like this:

(This will also be at the top of the e-mail when you open it!)

Updated invitation: TEST EVENT PARENTS EVE @ Thu Feb 25, 2021 3:30pm - 4:30pm (GMT)

The contents of the e-mail should look like this:

This event has been changed.

TEST EVENT PARENTS EVE

When **Changed: Thu Feb 25, 2021 3:30pm – 4:30pm United Kingdom Time**

Joining info Join with Google Meet
meet.google.com/gnc-kbsg-tmr

Calendar emoule.938@lgfmail.org

Who (Guest list has been hidden at organizer's request)

Going (emoule.938@lgfmail.org)? [Yes](#) - [Maybe](#) - [No more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account emoule.938@lgfmail.org because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list.

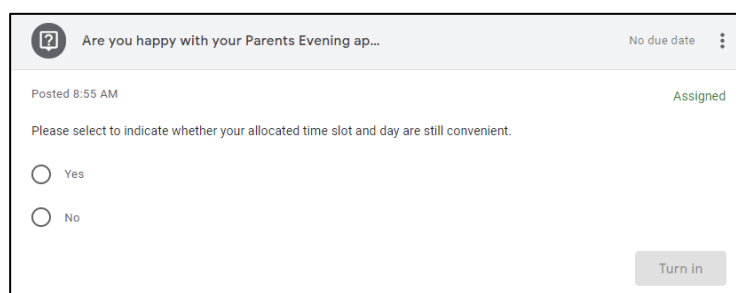


We would suggest that you do not click 'Yes' 'No' or 'Maybe' and instead just leave the e-mail in your inbox as it is. If you do click to show your attendance, this e-mail may disappear and be stored on your computer's calendar (whether you are aware you have one or not!).

On the day/time of your appointment, you will need to click the link (indicated by the red circle above) in order to join the meeting with your child's class teacher.

Confirming parenting meeting appointment or indicating you need it changed:

Once you have received the email, please log into your child's Google classroom and respond to the question to indicate whether this time slot is still suitable for you or if you would like it to be rearranged (see example below). If this is the case, we will contact you directly to rearrange a mutually convenient time.



Are you happy with your Parents Evening ap... No due date

Posted 8:55 AM Assigned

Please select to indicate whether your allocated time slot and day are still convenient.

Yes

No

Turn in

We know that this is short notice of this request, but we would really appreciate you responding as soon as you can so we can ensure we have all the google meet appointments in place.

We are really looking forward to talking to you about your children; either talking about how they have been in school or how remote learning has gone, and how they are feeling about returning to school.

Thank you for your patience and understanding with this process.
Keep safe and well

Becky Linford
Headteacher

