'Achieving Excellence through Leadership'

GILES JUNIOR SCHOOL

Telephone: 01438 353374 email: admin@gilesjm.herts.sch.uk Website: www.gilesjm.herts.sch.uk



Headteacher: Miss. L. Whitby

Thursday, 09 November 2023

Dear Parent/Carer,

Monday 27th November – Face to Face Appointments for parents evening (All classes) OR

Wednesday 29th November - Online Video Appointments for parents evening

(for all classes except Y4 Costa Rica & Y5 Finland)

<u>Tuesday 28th November - Online Video Appointments</u> (for Y4 COSTA RICA & Y5 FINLAND only)

For parents evening we would like to offer you the choice of booking an online OR face-to-face meeting. The face to face parents evening will take place on Monday 27th November for all classes and the online video parents evening is on Wednesday 29th November (except for Y4 Costa Rica and Y5 Finland that will be held on Tuesday 28th). This will allow you to meet with your child's class teacher either face to face or remotely by video call. This is an important appointment and provides you with an opportunity to discuss your child's progress with their class teacher. **We would like your child to be present with you for the appointment, if possible.**

Face to Face Appointments: Monday 27th November at 3.45pm – 6.00pm (All Classes)

If you choose to book a face-to-face appointment please use the online appointment booking system (I have attached instructions for this at the end of this letter). This allows you to choose your own appointment time with your child's teacher and you will receive an email confirming your appointment. Ten minutes will be allocated for your appointment so please be punctual.

Upon arrival, please enter via the office reception and all consultations will be held in the hall. Please come into the hall where you will be directed to the next appointment waiting area or through to the dining room where there will be food tasting prepared by HCL. (Should you arrive late for your appointment you may need to wait until the teacher indicates when an additional slot is available).

Online Video Appointments: Wednesday 29th November at 4.00pm – 6.00pm (All classes except Y4 CR & Y5 Finland)

Online Video Appointments: Tuesday 28th November at 4.00pm – 6.00pm (Yr4 Costa Rica & Y5 Finland class only)

Please use the online appointment booking system to book your video appointment (I have attached instructions for this at the end of this letter). This allows you to choose your own appointment time with your child's teacher and you will receive an email confirming your appointment and a link to join the video call.

If you choose to book a video call, you will need a smart phone or laptop with a microphone for the appointment. Interviews will last ten minutes, starting at your allocated time and will end automatically finishing after ten minutes. A countdown will be visible on both your screen and the teacher's screen. There is no opportunity to extend the meeting length. I would suggest logging on a few minutes before your allocated time to ensure the connection is working.

These meetings will also provide you with the chance to consider future targets and the ways you can get involved to support your child with these.



"Excellence in Leadership"



<u>The online booking appointment system opens from 6.00pm on Monday 13th November, you will be able to book your appointment from this time</u>. The booking system will close on Wednesday 22nd November at 10.00am.

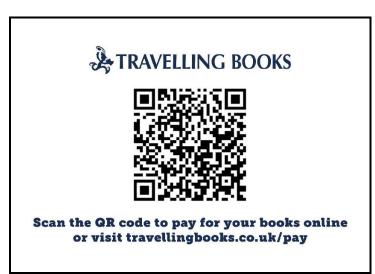
Please visit https://gilesim.parentseveningsystem.co.uk/ to book in your appointment ASAP.

If your child has an SEN review (you may have had this already or have one booked in) then you do not need to book an appointment.

If you have any issues booking appointments, please contact the school office. We look forward to seeing you via video link or face to face for your appointment.

Book Fair

On Monday 27th November at the face to face appointment day you will have an opportunity to have a look at the books that are on sale at the book fair. If you wish to purchase any books this is all done online by scanning the QR code, just scan the code using your phone to access the parent pay website.





Yours sincerely,

Miss Louise Whitby Headteacher