

‘Achieving Excellence through Leadership’

GILES JUNIOR SCHOOL

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



"Excellence in Leadership"

Headteacher: Miss. L. Whitby

Friday, 07 November 2025

Dear Parent/Carer,

Monday 24th November – Face to Face Appointments for parents evening

OR

Wednesday 26th November - Online Video Appointments for parents evening

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 24th November for all classes and the online video parents evening is on Wednesday 26th November (the online appointments will be for all classes on this day APART FROM 5 FRANCE). 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 24th 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 (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 26th November at 4.00pm – 6.00pm
(All classes EXCEPT 5 FRANCE)

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.

5 France Class Arrangements – If you have not managed to get booked in for an appointment on the 24th then please contact the class teacher or email admin@gilesjm.herts.sch.uk and a telephone appointment will be arranged for you.



After School Club arrangements for parents evening week

After school clubs will be running as usual this week. If your child does attend a club and you would like the Monday appointment, please arrange your consultation for after 4pm when the club finishes.

The online booking appointment system opens from 6.00pm on Monday 17th November, you will be able to book your appointment from this time. The booking system will close on Friday 21st at midday.

Please visit <https://gilesjm.parentseveningsystem.co.uk/> to book in your appointment ASAP from 6.00pm on Monday 17th November.

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.

Yours sincerely,

The School Office Team