

13<sup>th</sup> October 2020

Dear Parents/Carers,

As our children continue to settle into their new routines in school, we have been preparing for our autumn term Teacher/Parent discussions. The focus of this discussion is about how your child is settling into their new class and the teacher's observations to date as well as related targets for your child. I am sure that you will appreciate that the nature and content of our discussions this term will differ from previous ones as a result of the impact of Covid-19.

My admin team have been busy setting up a booking system through ScoPay as we have done in the past. We have had to consider in depth the best way to conduct these meetings, which has included access to telephones, computer devices and our school timetable. I appreciate that closing the school early to facilitate the discussions would have been disruptive for many of our working families so we have organised a timetable for the telephone calls during school hours using a variety of time slots. However, as we do not have enough telephone lines available for use in school for the telephone appointments, we have had to use the whole week to arrange appointments. You will notice this when you go to book your slot.

We will be holding our Teacher/Parent discussions via telephone during the week commencing 9<sup>th</sup> November. The appointments will be ten (10) minutes long and the timings need to be strictly adhered to in order to give the teacher time to prepare for the next appointment and not keep other parents waiting. Teachers will send home the target sheet for your child prior to your appointment so that you will have time to read it and know what the teacher discussion relates to.

Year group	Appointments available on
Reception - Ladybirds & Strawberries	Tues 10 <sup>th</sup> Nov and Thurs 12 <sup>th</sup> Nov
Year 1 - Goldfish & Pumpkins	Tues 10 <sup>th</sup> Nov and Weds 11 <sup>th</sup> Nov
Year 2 - Buttercups, Daffodils & Sunflowers	Mon 9 <sup>th</sup> Nov and Thurs 12 <sup>th</sup> Nov
Year 3 - Emeralds & Parakeets	Mon 9 <sup>th</sup> Nov and Thurs 12 <sup>th</sup> Nov
Year 4 - Kingfishers, Dolphins & Bluebirds	Tues 10 <sup>th</sup> Nov and Weds 11 <sup>th</sup> Nov
Year 5 - Oceans & Swallows	Mon 9 <sup>th</sup> Nov and Thurs 12 <sup>th</sup> Nov
Year 6 - Amethysts & Emperors	Tues 10 <sup>th</sup> Nov and Weds 11 <sup>th</sup> Nov

The booking system via ScoPay will **open from Wednesday 14<sup>th</sup> October 8.00pm**. As always, if you are unable to access the booking system please let us know and we can book a slot for you. For those who have not signed into ScoPay yet, we will send out instructions and link codes shortly. When you confirm your booking you will be prompted to add a note for the teacher, please type in your **preferred contact number** in this box (one number only please).

Please note that we will have to **close the booking system on Wednesday 4<sup>th</sup> November at 11pm** so that the admin team have enough time to collate the lists and share these with the teachers.

I appreciate your patience with and understanding of our efforts to arrange the consultations



Kind regards,  
Mrs Kathie Daniels