

1st February 2021

Parents of children in **Cygnets, EYFS**

Dear Parent/Carer

EYFS Parent Consultation: Monday 8th February 3.00-5.30pm
Tuesday 9th February 3.00-5.30pm

As you know, Mrs Berry is starting her maternity leave in the coming weeks and before she leaves, Mrs Berry would like to hold parents' evening for her Cygnets class. With this in mind, we would like to invite you to our second parents' evening of the year albeit a bit earlier than normal! This is an opportunity to talk to your child's class teacher to discuss your child's wellbeing, how their learning is progressing at home or at school and any support that might help. After careful consideration and additional feedback, we have decided that this meeting should remain for parents/carers and the teacher only, rather than involve the EYFS children. Miss Katie Walker, who is our newly appointed Cygnets teacher, will also join the sessions.

Given the current restrictions due to Covid-19, these parent consultation meetings will be held via Zoom. Hopefully this may make it easier for many of you to attend as you may do so from work or home, but please ensure you follow the guidance below.

Each appointment will be 10 minutes long. You will receive a Zoom invite closer to the time, once you have booked a time slot. On this invite, it states the date and time for the whole session and not your appointment time. As there is one meeting set up for all parents that evening, when you join the Zoom meeting you will enter a waiting room. Your teacher will then admit you to the meeting at your allotted time.

To aid the smooth running of the evening please:

- Be in the waiting room a few minutes before your appointment time.
- Unlike other meetings in the year, this is for parents only so please ensure your children are not within hearing distance.
- Keep to the allocated 10 minutes. If you have any significant issues you wish to raise, please organise a separate appointment outside of this consultation time. We will need to keep strictly to time so if you are late, your appointment will be for whatever time is remaining. If this is beyond your timeslot you will not be able to be admitted that evening and will need to rearrange your appointment for another day.
- Ensure your Zoom name is either your child's name (preferable) or your own (if the surnames match), rather than a nickname, so that the teacher can recognise who it is. Teachers will only be able to admit people with names they recognise to ensure the correct parents are admitted to each meeting.

- As long as the names are clear, parents can join separately to the same meeting from different locations.

Appointments can be made from Tuesday 2nd February 2021 at 9am and will close three days before the first session starts. Should you wish to make any changes after this date please contact the school office.

To book an appointment please login to your ParentMail account. If you have any problems please follow the link below:-

<https://www.parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Justin Hoye
Headteacher