

Clifton (Main Office and Junior Site):
Worrall Road, Clifton, Bristol, UK BS8 2UH
Tel: 0117 903 0251

Redland (Infant Site):
Lower Redland Road, Redland, Bristol, UK BS6 6SU
Tel: 0117 353 2090

September 25, 2020

Parents of children in **Years 3 - 6**

Dear Parent/Carer

**Years 3, 4, 5 and 6 Parent Consultations:
Tuesday 6th October, Wednesday 7th October & Thursday 8th October, all 4pm – 6.00pm**

We would like to invite you to our first parents' evening of the year. This is an opportunity to meet your child's class teacher(s) to discuss how your child has returned and settled back into school and how you can help support them at home, particularly with catching up.

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. There will be one meeting set up for all parents that evening, so 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 in 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 via your ParentMail account. They are available to book from 6pm on Friday 25th September and will close 3 days before the meetings. You will receive an email confirming your appointment. If you have any problems please follow this link:

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

If you do not have the technology to be able to take part in a Zoom meeting please contact the school office so that an alternative can be arranged. This will be a phone call outside of these meeting dates.

Please note:

Where two teachers job share a class, both teachers will be present in the meeting - irrelevant of the which teacher's name is listed on ParentMail.

Yours faithfully

Justin Hoye
Headteacher