

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

10 June 2022

Parents of children at **LRR**

Dear Parent/Carer,

LRR Parent & Carer Meetings:

Monday 20th June 3.45-6.45pm (Owls only)
Tuesday 21st June 3.45-6.45pm (except Owls)
Wednesday 22nd June 3.45-6.45pm

Following on from our February consultations, we are currently organising parent/carers meetings across the school via Zoom. For our infant site (EYFS to Year 2) meetings will be with parents/carers and teachers; for Years 3-6 your child is also invited to join.

The main purpose of this final meeting of the year is to reflect on your child's achievements and progress in their learning. You may recall that in the previous meeting in February, you would have agreed to undertake some actions to help your child achieve their next steps (3 that were recorded and sent to you) so this meeting will involve a discussion around these specifically. At the end of this term, you will receive your child's annual report with any relevant assessment information and next year's class lists so these will not be topics for discussion. However, you may also want to look ahead to the following year and likely areas for focus.

Appointments will be over 2 nights and will be for 10 minutes each; we would appreciate your help in keeping to this time limit so that other parents/carers are not kept waiting. If your child has 2 teachers who work as a job share, then our aim is that both teachers attend all meetings to ensure a well-rounded picture and a consistent approach. Please note, where two teachers job share a class, both teachers will be present in the meeting - irrelevant of which teacher's name is listed on ParentMail. Please note that due to unforeseen circumstances, parents and carers of children in Owls Class will have their evening on Monday (instead of Tuesday) and Wednesday.

You will receive a Zoom invite closer to the time, once you have booked a time slot. There will be one meeting link set up for all parents/carers 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. Please note, the Zoom invite is for the whole meeting session i.e. - 3.45pm until 6.45pm and **not** your appointment slot. Your appointment slot can be found under 'parents' evening' on your Parentmail account.

To aid the smooth running of the evening please:

- Be in the waiting room a few minutes before your appointment time.
- 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 9.00am on Saturday 11th June and will close 24 hours 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/>

Should you wish to make any changes after this date please contact the school office.

If you do not have the technology to take part in Zoom, please contact the school office so an alternative consultation can be arranged.

We know that you may wish to look at your child's work in advance of the meeting so we have again organised parent and career pop-ins next week. These will be taking place next Tuesday and Thursday (14th & 16th) on both sites, 15 minutes after the gates open in the morning and again 15 minutes after end of the school day.

If you have any questions about this or the consultations, please do talk to your child's teacher.

Yours sincerely

Justin Hoye
Headteacher