



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Tuesday 5th October, 2021

Dear Parents and Carers,

Parent Consultations October 2021

We would like to invite you to attend a parent consultation, this half term, to discuss with staff, how your child is progressing and share any relevant information related to their learning journey.

We will once again be holding the sessions virtually, through the School Cloud Platform. This was something we explored last year both for parent consultations and with the new EYFS parent meetings. We received very positive feedback about the experience from many parents which was very encouraging. We have also taken on board some of the constructive comments we received in order to try and make the experience as easy and as valuable as we possibly can for families. With that in mind, this cycle we will be offering ten minute appointments as we have previously when families have attended in person. This should give parents slightly longer to discuss their child, should they need to. There will also be an opportunity for parents to celebrate and share their children's work after half term.

Appointments will be available during the week beginning **Monday 18th October 2021** and you should login to check the precise timings for your child/ren's teacher(s).

A step by step guide to booking appointments is attached to this letter, and a video to support parents is available. The web link for the site is at the top of the step by step guide along with a link to the video tutorial.

If Mrs Ing, our SENDCO, appears on your teacher options, and you would like an informal catch up with her, please feel free to book an additional appointment should you wish to. If you have regular appointments with Mrs Ing, or have recently been in contact with her to discuss your child, you may not see her on your list, as an appointment may not be necessary at this time, or you may have had recent communication with her. This appointment does not take the place of any normal SEND discussions you may have.

Once you have booked your appointment, please ensure that you login **with plenty of time** before your appointment to connect with the class teacher at the start of your allotted appointment. If you have any problems with booking, or connecting to the system, please contact techsupport@meadgate.essex.sch.uk for help and support. Appointments run strictly to time so please ensure that if you have anything specific you would like to discuss with the teacher you mention it at the beginning of the meeting.

The booking portal opens on **Monday 11th October at 16:00** and appointments may be booked from that time.

Please note that it is possible for two parents or carers to join the same meeting from different locations, if the parent/carer undertaking the booking invites the other, however they must be through **different email addresses**.

We look forward to sharing your child/ren's progress with you and thank you for your continued support.

Kind regards

A handwritten signature in blue ink, appearing to read 'K Meager', with a small flourish at the end.

Ms K Meager

Head of School