



# MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Friday 21<sup>st</sup> January 2022

Dear Parents and Carers,

## Parent Consultations February 2022

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.

Appointments will be available during the week beginning **Monday 7<sup>th</sup> February 2022** 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. [You can access the video by clicking here.](#)

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 feel that you do not need to speak to Mrs Ing, or that the class teacher can answer your questions, you do not have to book an appointment.

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](mailto: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 **Wednesday 26<sup>th</sup> January 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/carers undertaking the booking invites the other, however they must be through **different email addresses**.

As in the autumn, we will have a session later in the term for you to visit your child's classroom and to see all the wonderful work they have been doing. Details of that will follow.

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 dot at the end.

Ms K Meager

Head of School