



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

22nd April 2021

Dear Parents and Carers,

Due to lockdown restrictions, and home learning, which took place during the spring term, we were unable to run our usual parent consultation evenings.

Now that the children are back in school, and settled into their learning, the teachers have once again been working with the Individual Pupil Plans, which were discussed with you in the autumn, to ensure that key learning from the last year is targeted and the children are receiving support where it is needed.

We would therefore 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.

With COVID restrictions still in place we will be running the sessions virtually, using the SchoolCloud system.

Appointments will be available during the week beginning Monday 10th May and will mostly be on Monday, Tuesday and Thursday, however 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 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. 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 just before your appointment time to connect with the class teacher. 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 **Tuesday 26th April at 16:00** and appointments may be booked from that time.

We hope this will be a straightforward process but ask that you bear with us as this is another first for us all at Meadgate.

Kind regards

Kay Meager

Head of School

