



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Tuesday 1st March, 2022

Dear Parents and Carers,

Parent Consultations Year 1

Thank you for your understanding regarding the postponement of our Year 1 parent consultations. We are pleased to say that Mrs Francis will be conducting the appointments at the end of March and is looking forward to speaking to parents then.

As you are aware, Mrs Francis is only in school Monday and Tuesday but we have tried to offer a range of timings which we hope will mean that everyone will get the opportunity to speak to her should they wish to.

Appointments will be available as follows:

Monday 21st March from 8:30 – 12:00

Tuesday 22nd March from 9:30 – 10:30

Tuesday 22nd March from 16:00 – 18:00

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.](#)

Once you have made your booking, 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 **Friday 4th March at 16:00** and appointments may be booked from that time, until **Thursday 17th March at 16:00**

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 use **different email addresses**.

As you may have seen in the newsletter, we have a session on the 29th March for you to visit your child's classroom, hear Mrs Francis talking about phonics and the Year 1 phonics screen and see all the wonderful work your child has been doing in their books.

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

Kind regards

A handwritten signature in cursive script that reads "K Meager".

Ms K Meager

Head of School