

**Holy Trinity Church of England Junior School**  
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**Headteacher: Mrs S Gruffydd**



Dear Parents and Carers,

31<sup>st</sup> January 2020

**Re. Meetings between parents and teachers about individual children week beginning Monday 24<sup>th</sup> February 2020**

Please come and find out about your child's progress.

- 1) Each year group will meet on two particular days of that week.
- 2) Parents will sign up online.
- 3) In order to see everyone, some appointment times will have to be for 5 minutes (Y6 Maths) and some will be for 10. This will mean that everyone will have to be on time, and respect the time slots. If there are concerns beyond the time slot, please agree to make an additional time to meet.

**NB If your child has an Education & Health Care Plan or a statement of special educational needs the class teacher will invite you for an additional meeting, completely outside of the parent consultation meetings described in this letter. However, if your child has special education needs and he/she has an IPP (Individual Provision Plan) this will be discussed with the class teacher at the appointment on that year group's day.**

The way we will organise these Parents' meetings is set out below.

**Years 3, 4 & 5** – Sign up for 10 minutes per child to see the class teacher and talk about how your child is progressing

**Year 6** - Sign up for 10 minutes per child to see the class teacher to talk about how your child is progressing overall. In addition, sign up for a 5 minute appointment time with the Maths teacher.

**Please note that if the class teacher is the same as the Maths teacher you DO NOT need to book a further 5 minutes.**

**Days to see staff week beginning 24<sup>th</sup> February 2020**

Monday 24<sup>th</sup> February – **Year 5** from 3pm – 6:20pm & **Year 6** from 1:30pm – 6.20pm

Tuesday 25<sup>th</sup> February – **Years 3 & 4** from 3pm – 6:20pm

Wednesday 26<sup>th</sup> February – **Years 3, 4, 5 & 6** from 3.30pm – 5:50pm

**The Booking System**

Please visit <https://holytrinitycofe.parenteveningsystem.co.uk> to book your appointments and login with the following details in this order only:

Parent's Title: i.e. Mr/Mrs/Miss/Ms etc.

Parent's First Name:

Parent's Surname:

Student's First Name:

Student's Surname:

Student's Dob: dd/mm/yyyy

**PLEASE DO NOT ENTER AN EMAIL ADDRESS**

Instructions continued overleaf .....



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**Step 2: Select Parents' Evening**

**Step 3: Choose Booking Method** – Please select **Manual only** then you will be able to select the time you would like to see the teacher.

**Step 4: Choose Teachers** – Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. Please check with your child which teachers he/she has if you are unsure.

**Step 5: Book Appointments** –Click '+' next to the time you require. A box will appear to confirm your choices. Please select save.

**Step 6: Finished** – you will receive an email confirmation of your appointments which you may print out and bring with you to the parents' day/evening if you wish.

**To make the system as fair as possible, bookings will open on Friday 31<sup>st</sup> January from 7pm.** This letter is going on the website and parents will each have a text and email today to alert them to read the letter (copy attached) or you may read it online (so if your child is ill today you can still access the letter). In this way, everyone should have the same information.

If you do not have access to the internet, to book the appointment online there are two ways to proceed. One way is to ask a friend to help you. **As a final resort only**, you may also contact the school office and let them know your preferred times and someone in school will log on and book on your behalf but only when bookings open so that everything is fair.

Final bookings should be made by 12pm on Friday 14<sup>th</sup> February 2020.

*NB In order to keep to the planned time slots please make sure that you arrive for your appointment in good time. Teachers will be at one end of the hall and there will be a waiting area at the other end of the hall. Children's books will be available for you to look at either before or after your appointment. When it is your allotted time, please make your way towards the relevant teacher's desk so that your presence is known and the changeover can be prompt. The teacher will make an appropriate comment to support the changeover. On 6<sup>th</sup> November books will be available on chairs outside the classroom.*

Many thanks for your support.

Yours sincerely,



Mrs S Gruffydd  
Headteacher