

## Holy Trinity Church of England Junior School

Bute Road, Wallington, Surrey, SM6 8BZ

Telephone: 020 8647 7496

Email: [office@holytrinityjuniorwallington.com](mailto:office@holytrinityjuniorwallington.com)

[www.holytrinityjuniorwallington.com](http://www.holytrinityjuniorwallington.com)

Headteacher: Mrs S Gruffydd



**Exemplary education for all, through God's amazing grace**

**Learning, Integrity, Dignity, Love, Confidence.**

**Learning** together, as we journey with God in **Love**, we act with **Integrity**, treat others with **Dignity** and grow in **Confidence**.

Dear Parents and Carers,

9th October 2020

### **Re. Virtual Meetings between parents and teachers about individual children**

Staff look forward to talking with you. Please make an appointment to talk with your child's teacher.

Parents will sign up online to a video call appointment. All appointments will be for 10 minutes.

N.B. The Parents Evening Booking System will not allow slots to overlap. Your session will automatically be terminated after 10 minutes. If parents are late to join an appointment, the system will still end the session at the designated time. Each session will have a timer running on screen so both parties know when the call will end. If there are concerns beyond the time slot, please agree to make an additional time to meet. *Please be prepared with any main points that you wish to share, or queries, **bearing in mind the time.***

**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 day.**

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

### **Days to see staff week beginning 19th October 2020**

	<b>Monday 19<sup>th</sup> October 2020</b>	<b>Tuesday 20<sup>th</sup> October</b>		<b>Monday 19<sup>th</sup> October 2020</b>	<b>Tuesday 20<sup>th</sup> October</b>
<b>Beech</b>	9am – 11am 4pm – 6pm	4pm – 6pm	<b>Ash</b>	4pm – 6pm	9am – 11am 4pm – 6pm
<b>Poplar</b>	1pm – 3pm 4pm – 6pm	4pm – 6pm	<b>Cedar</b>	4pm – 6pm	9am – 11am 4pm – 6pm
<b>Willow</b>	9am – 11am 4pm – 6pm	4pm – 6pm	<b>Hazel</b>	4pm – 6pm	1pm – 3pm 4pm – 6pm
<b>Elm</b>	11:10 – 1pm 4pm – 6pm	4pm – 6pm (Thursday 22 <sup>nd</sup> October)	<b>Chestnut</b>	4pm – 6pm	11:20 – 1pm 13:50 – 14:30 4pm – 6pm
<b>Oak</b>	9am – 11am 4pm – 6pm	4pm – 6pm	<b>Holly</b>	9am – 11am 4pm – 6pm	4pm – 6pm
<b>Spruce</b>	1:50 – 3pm 4pm – 6pm	9am – 10am 4pm – 6pm	<b>Pine</b>	4pm – 6pm	9am – 11am 4pm – 6pm



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## **The Booking System**

Please visit <https://holytrinitycofe.schoolcloud.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**

#### **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

#### **To attend your video appointment**

On the day of the video appointment, login at the usual web address or click the link at the bottom of the email confirmation you will have received.

Once logged in you will see a notice that you have an upcoming video appointment and under this the details of the event, along with a *Join Video Appointment* button. This will become available 60 minutes before your first appointment.

Click the *Start Appointment* button.

#### **To make the system as fair as possible, bookings will open on Friday 9<sup>th</sup> October 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.

*Final bookings should be made by 12pm on Friday 16<sup>th</sup> October 2020.*

**An easy to read guide on how to attend appointments over video call will be sent via email with this letter. It's also available on the school website and on request from the school office.**

This is a new system for us. Although we have trialed it, as with all technology, there may be glitches. Many thanks for your support.

Yours sincerely,



Mrs S Gruffydd  
Headteacher