

Holy Trinity Church of England Junior School

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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,

15th March 2021

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 communicate. *Please be prepared with any main points that you wish to share, or queries, **bearing in mind the time.***

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

Days to see staff week beginning 29th March 2021

Date	Classes
Monday 29 th March 9am – 5pm	Beech – Mrs Mephram Poplar – Miss Mongiovi Spruce – Mrs Fraser Ash – Miss Jones Hazel – Miss Alexander Holly – Mr Henshall Pine – Miss Caluya
Tuesday 30 th March 9am – 5pm	Willow – Miss Denman Oak – Miss Brick Elm – Mrs Collins / Mrs Brodie Cedar – Miss Clark Chestnut – Mr East

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



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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 Teacher – Your children's teachers will appear. Ensure the teacher you wish to see is 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

In the autumn there were issues with parents wishing to join the appointment from different venues. We have sought to overcome this and have been given instruction to support this. You are now able to invite an additional parent/carer to join your appointment. Once you have made your booking click on the Invite Parent/Guardian link at the top of the list of your booking. You will be presented with a box asking for details of the Parent/Guardian to be given access. You must enter a Name, and an Email address, as well as tick the box to consent to that person being given access to the information used to make the appointments. Choose the student(s) in respect of whose appointments the access to this person will be granted. Click the Send Invite button for an email to be sent giving them a link and details on how to join the call.

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 Monday 15th March from 6pm.

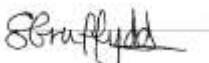
This letter is going on the website and parents will each have a text and email today to alert them to read the letter (copy attached) or you may read it online (so if your child is ill today you can still access the letter). In this way, everyone should have the same information.

Final bookings should be made by 12pm on Friday 26th March 2021.

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.

Many thanks for your support.

Yours sincerely,



Mrs S Gruffydd
Headteacher