

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,

6th October 2021

Re. Virtual Meetings between parents and teachers about individual children

As we approach half term, it is good for teachers and parents to discuss how your child is settling in to their learning, and any queries that there may be. Staff look forward to talking with you. Please make an appointment to talk with your child's teacher.

This half term, meetings will be virtual; in February 2022 staff will meet parents once again, this time in school, where parents can see their child's books and progress.

Parents will sign up online to a video call appointment. All appointments will be for 10 minutes. N.B. The system will not allow slots to overlap. Your session will automatically be terminated after 10 minutes even 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 or queries that you wish to share, or queries, bearing in mind the time.

If your child has an EHCP they will have a 20 minute appointment.

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

Days to see staff week beginning 18th October 2021

Date	Classes
Monday 18 th October 9am – 6pm	Beech – Miss Brick Poplar – Miss Foster Willow – Miss Denman Ash – Miss Jones Cedar – Mr Henshall Hazel – Mrs Caluya
Tuesday 19 th October 9am – 6pm	Elm – Mrs Fraser / Mrs Collins Oak – Miss Mongiovi Spruce – Miss Clark Chestnut – Miss Alexander Holly – Mr East Pine – Mrs Jules

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:



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Sustainable level 2010



PROUD TO BE A
MUSIC MARK
SCHOOL



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' Appointments

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 child's teachers will appear. Ensure the teacher you wish to see is selected in green.

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

Last 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.

If you are unable to attend the appointment, please let the office know before the meeting is due. Parents who miss the appointment without informing the school will not be offered another appointment.

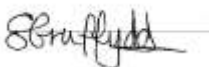
To make the system as fair as possible, bookings will open on Thursday 7th October from 6pm. This letter is going on the website and parents will each have a text and email today to alert them to read the letter or you may read it online (so if your child is ill today you can still access the letter). In this way, everyone should have the same information.

Final bookings should be made by 12pm on Friday 15th October 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