



James Ellis
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Tuesday 6th October 2020

Dear Parents/Carers,

Parent Consultations – Thursday 15th and Friday 16th October 2020

Our first Parent Consultations of the academic year are due to take place next week. The meetings will be virtual meetings this year - **hosted via Google Meet**. Once you have booked your slot (in the usual way via Arbor) you will receive a Google Meet invitation - this invitation will go to your **CHILD'S SCHOOL EMAIL (GOOGLE MAIL)**.

Meetings will take place on **Thursday 15th October after school from 3.30-7.00pm** and also from **9.30-12.00 on Friday 16th February**, please note that **Friday 16th is also an INSET day**. Children are welcome to attend meetings if you would like them to, but there may be points when teachers would like to speak to parents/carers alone.

The booking system for parent consultation slots will open at **9am on Wednesday 7th October and closes on Wednesday 14th October at 3.30pm**. Once again, by using your Arbor log in details you will be able to book your consultation time online; this makes the process more efficient and also eliminates having to wait for confirmation of your appointment. We ask that when you book your appointment you leave 30 minutes between appointments for siblings. Appointments will remain at 10 minute intervals as in previous consultations. If for any reason the Google Meet does not work, your child's teacher will telephone you.

We hope to "see" all of you on either Thursday 15th or Friday 16th October, however if you cannot make this date please speak to your child's class teacher to arrange an alternative appointment.

Finally, if you have any questions or issues with using the online system please contact myself or Mr Ellis through the office or via email:

headteacher@bigginhillps.com
deputy@bigginhillps.com

Many thanks,

Hannah Freeman
Deputy Head Teacher



