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2nd February 2021

Dear Parents/Carers,

**Parent Consultations – Thursday 11th and Friday 12th February 2021**

Our second Parent Consultations of the academic year are due to take place next week. The meetings will be virtual meetings once again - **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 11th February from 1.30-7.00pm** and also from **9.30-12.00 on Friday 12th February, please note that Friday 12th is also an INSET day**. As Friday 12th is an INSET day there will be no work set on Google classroom and there will be no live lessons. This time around, we would like to give parents, carers and children slightly longer meetings in acknowledgement of how difficult current circumstances are. In order for the meetings to be 15 minutes each instead of 10 minutes, teachers will start the meetings from 1.30pm on Thursday and so there will be no live lessons in the afternoon on Thursday 11th.

Children are welcome to attend meetings and we would actively encourage this - teachers are really missing the children who are at home and are looking forward to being able to see them on a 1:1 basis during these consultations.

The booking system for parent consultation slots will open at **9am on Wednesday 3rd February and will close on Wednesday 10th February 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 be at 15 minute intervals this year - as explained above. 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 11<sup>th</sup> or Friday 12<sup>th</sup> February, however if you cannot make these dates, 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 me through the office or via email:

[h.freeman@bigginhillps.com](mailto:h.freeman@bigginhillps.com)

Many thanks,

Hannah Freeman  
Acting Head Teacher and Designated Safeguarding Lead

