

ST MARY THE VIRGIN CHURCH OF ENGLAND PRIMARY SCHOOL

Hartfield, East Sussex, TN7 4AA



Learning with Love, Strength and Faith, following the example of Jesus

Executive Headteacher: Mr J Procter
Head of School: Miss B Hare
Assistant Headteacher: Miss A Banks
Telephone: 01892 770221
Email address: office@st-maryhartfield.e-sussex.sch.uk
Website: www.pioneerfederation.co.uk



Wednesday 11th November 2020

Dear St Mary the Virgin CEP Families,

Parent Consultations arrangements

Parent Consultations are booked in Week 4 of this term, as in previous years. They will be held on **Tuesday 24th and Thursday 26th November** and, as we are unable to have large groups of parents in the school, we will be conducting these via Google Meet video conferencing. We are sorry not to be able to invite you into school to see the children's fantastic books and learning, but hope to be able to send home their topic books for the first term soon so you can share your child(ren)'s work with them at home.

To make booking a consultation with a teacher simple, we have created online booking systems for each class where you will be able to book a slot online. These individual class links are listed below and these calendars will go 'live' at **9:30am on Monday 16th November** for you to book slots that suit you.

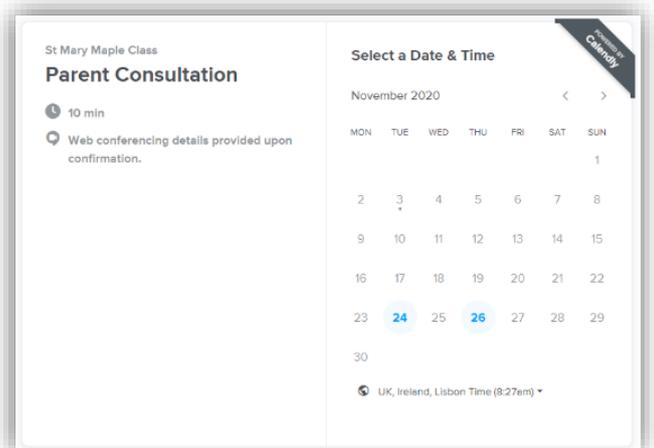
Maple: <https://calendly.com/smv-maple/parent-consultation>

Cherry: <https://calendly.com/smv-cherry/parent-consultation>

Willow: <https://calendly.com/smv-willow/parent-consultation>

Lilac: <https://calendly.com/smv-lilac/parent-consultation>

When you click on the appropriate class' link above (from 9:30am on Monday 16th November), you will be taken to a page that looks like this:



Click on the date you would like to meet with the teacher (*either 24th or 26th November*) and you will then be given an option for an available time. Once you have confirmed your chosen time, you will then be asked to enter an email address, your child's name and a contact telephone number. Once you have submitted this, you will be sent an invitation link for a Google Meet to the email address you provided – this link will also be sent to the child's class teacher. You are welcome to

share this link with your child's mum or dad if they are unable to be in the same place as you, so they can join the meeting. You should click on this link at the allocated time of your meeting to be admitted into the 'meeting room'. Should you need to cancel a booking, there is a link at the bottom of the confirmation email for you to do this. Please ensure you do cancel meetings you are unable to attend to allow the time slot to be made available to other parents. All email addresses and telephone numbers are only seen by the class teacher and no other parents or members of staff will have access to these. You do not need to download any software to access these meetings.



Please note, the meetings will last 10 minutes, as in previous years. The time slots are spaced 15 minutes apart to give the teacher time to close down a meeting and load up the next meeting.

It has been a very busy and unusual start to the school year so we would strongly encourage all parents to sign up to meet their child's class teacher to get an update on how the children have settled and details on the progress they have made so far. If you are unable to book a slot on one of the two days, please contact the School Office to arrange a time with the class teacher individually.

Please do not hesitate to contact me, or your child's class teacher, if you have any questions.

Yours sincerely,



Miss B Hare
Head of School

