



Bishop Wood C of E Junior School

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Mr G Stanley, Headteacher

Friday 25th October 2024

Dear Parents and Carers,

Re: Parents' Consultation Appointments

Parental consultations to discuss your child's learning and progress are taking place this term.

The consultations will be conducted using a blend of remote video appointments and face to face ones in school. You will need to select the correct option on our Parents Evening system when it goes live. Please note that the video options are limited so if you need this option you will need to book fairly soon after it opens.

Class teachers will be available on the following days **for remote video appointments only** at the times stated below.. Each appointment will last for a maximum of 10 minutes - please be aware that the system will automatically start and cut off the appointments at the allotted times.

Tuesday 12 th November (10.00am – 12.00pm)	Mrs Ing (3I) and Miss Stevens (3S)
Tuesday 12 th November (1.30pm – 3.30pm)	Mrs McGhee (6M) and Mrs Clark (6C)
Wednesday 13 th November (1.30pm – 3.30pm)	Mrs Smart/Mr Patten (4PS)
Thursday 14 th November (10.00am – 12.00pm)	Mrs Anechite (4A)
Thursday 14 th November (1.30pm – 3.30pm)	Mrs Day/Mrs Reeve (5DR) and Mrs Harland (5H)

Class teachers will be available on the following days for **face to face appointments only in school** between the hours of 4.00pm and 7.00pm. Each appointment will last for a maximum of 10 minutes.

Monday 11 th November	All staff
Wednesday 13 th November	All staff

All pupils who are Pupil Premium (including Free School Meals, Ever 6 or Looked After), or SEN will be offered a longer meeting with the class teacher and Mrs Guest. A letter regarding these appointments was sent to the parents of relevant pupils yesterday. If you would prefer not to take up this offer but to book one of the meetings above then please book as usual using the instructions below. Where multiple appointments are booked in error the SEN/PPG one will be retained.

We are once again using an electronic booking system. Appointments are available to book using the following [link](#):

You will need to click on the link, complete your details and those of your child/children. These details must match those held on our database – eg. If your child prefers to be known by a shortened version of their forename then this is what you will need to enter.

The appointment system will be going live on Sunday 3rd November at 5pm – this is when you will be able to access the system and book your appointments. The system will close on Thursday 7th November 2024 at 11pm – after this time you will not be able to book any appointments.

If you have any problems, then please contact the office for support.

Yours sincerely,

Debs – Office Manager

