



# St Bridget's C of E Primary School

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'Love your neighbour as yourself.'  
Luke 10:27

6-11-2020

Dear Parents/Carers,

## November Pastoral Parent's Evening - Online Appointment Booking

I would like to invite you to attend our online Parents' Evening on the week commencing 16<sup>th</sup> November 2020. This is an opportunity for teachers to provide you with a brief pastoral update about your child and provides you with an opportunity to hear how they have settled back into school this academic year.

The format of the online system we will be using allows for a **five-minute appointment** with your child's teacher. Each teacher has designated available appointment times for you to choose from that are visible once you have logged in. Please note these vary from teacher to teacher as we support our staff in remote working. The system automatically ends the appointment after five minutes, not the teacher. Using this system allows us to adhere to current Covid-secure guidelines as the meetings are carried out remotely. Should there be technical issues immediately before or during your appointment which causes you to miss it, staff will contact you to arrange an alternative meeting.

Teachers will inform you of how your child has settled back into school life following the summer and share any relevant observations about learning behaviours and attitudes to learning as they normally do in our Autumn term pastoral parents evening. In keeping with our current practise, staff raise urgent concerns with parents through end-of-day meetings or phone calls. This helps to address issues quickly and allows us to keep parents evening meetings focused on pastoral feedback.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and has been used successfully in other local schools. As always, we welcome any feedback.

Appointments can be made from Friday 6<sup>th</sup> November and will close on Friday 13<sup>th</sup> November. Should you wish to make any changes after this date please contact the school office.

Please visit <https://stbridgetscofe.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»  
Student's Surname: «Surname»  
Date of Birth: «Information»

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Whilst we are excited about the opportunity to utilise this new system and meet remotely and safely, we recognise there may be teething issues with the new system. If you are unable book an appointment having followed the instructions please email the school office to inform us. Staff will contact you to help arrange an online appointment.

With best wishes to all our families at this time,

Stay safe,

*Neil Le Feuvre*

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