

# MARSHFIELD CE VC PRIMARY SCHOOL

Learning together, inspiring each other, achieving our best

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21<sup>st</sup> September 2020

## Parents' Evening

Dear Parents and Carers,

This term our parents' evenings will be taking place remotely via Microsoft Teams (this is an app that allows secure video calls). You do not need to have Teams on your device. A link will be sent to you via an email invitation from the teacher; to join the meeting you click on the link. If you accept the meeting, the link will disappear into your device's calendar – you may wish to leave the invitation unchecked. If you have responded and the email 'disappeared', you can retrieve the link by clicking on the meeting in your calendar.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Click this link

To enable us to ensure links are sent in a timely manner, bookings for parents evenings will open on Wednesday the 23<sup>rd</sup> September and close at midday on Friday 6<sup>th</sup> October. You must have booked your time slot by midday on the 6<sup>th</sup>. **We will be using our usual booking system and you will receive notification of how and when you can book once the system is open (Wednesday 23<sup>rd</sup> September).**

Parents can book one slot of ten minutes per child. Teachers will need to stick rigidly to the ten minutes so please join the meeting (by clicking the link on the email or in your calendar) a couple of minutes prior to your timeslot. Teachers will then join once they have left their previous meeting.

Teachers will be sharing how your child has settled and discuss the progress made so far this year. As some conversations may be sensitive, we would recommend having the meeting in a private space without children present. Please do let the teacher know if your child is able to hear however, as our teachers will phrase the conversation accordingly (we would never want to upset or dishearten a child).

Parents' evening will be between 3.50 and 6.30 on **Tuesday 13<sup>th</sup> October** and 3.50 and 6.00 on **Thursday 15<sup>th</sup> October**.

Kind regards

Jessica Bolt

