



Thursday, 27th January 2022

Dear Parents & Carers,

Parents' evening for all year groups will be held at the following date and times:

Tuesday, 15th February between 4:30 p.m. and 8:00 p.m.

Wednesday, 16th February between 4:30 p.m. and 8:00 p.m.

Once again, we will be using Teacher Interviews, a booking system that allows you to go online to book your appointment. As the rate of infection is still notable, the meetings with your class teachers will take place virtually using 'whereby.com', a secure video facility.

To make your appointment, please go to www.schoolinterviews.co.uk, where bookings are now open, and follow these instructions.

1. Enter the event code **m5zg6**
2. Enter your details - name, email address, child/children's names etc.
3. Choose the relevant teacher for your child/children
4. Choose date/times.
5. When you click **finish**, your appointment timetable will be emailed to you automatically – **please check your junk mail folder if you do not receive your email immediately**. The link needed for the Whereby Video Interview will also be included in the email confirmation

Bookings are now open and will close on Thursday, 10th February at 4 p.m.

You can change your appointment bookings at any time prior to the parents' evening, by re-visiting the www.schoolinterviews.co.uk website from the SAME COMPUTER you made the original booking on, and using the event code. **Remember to use the same computer, name and email address, you used when you made your original booking.** If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school office on: 01789 772384.

The day of your appointment:

- You should click on the video interview link at your chosen time. Whereby will ask you to enter your name and "knock" on the room door. This alerts the teacher, who can either let you into the room or put you on hold if they are still completing the previous interview.

We have set the meetings 10 minutes apart, as we would usually; however, as this is on-line and the next parent will be waiting to be let in to the 'virtual room', we will not be able to overrun as we may have been able to in our face-to-face meetings of the past.

If more time is needed, your teacher will be happy to arrange for a follow-up meeting or phone-call.

If you wish to leave feedback about the online booking system, please click on the "contact us" button on the www.schoolinterviews.co.uk website and leave some feedback - anonymously if you wish, but please include our school's name and address.

If you need any further information, please contact the office.

Best wishes,

Mary Gray
Head of School

