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November 11th, 2020

VIRTUAL PARENT/TEACHER MEETINGS

Dear Parents/Carers

Parent/Teacher meetings will be held virtually by video meeting (or phone call if preferred) during the fortnight commencing Monday, November 16th. You will have the opportunity to discuss your child's progress and wellbeing with your child's class teacher. Appointments will be for 10 minutes, although the online booking form will indicate 15 minute slots (to allow for the logistics of exiting one meeting and starting the next).

When booking a time, please bear in mind the practicalities of the meeting wherever you will be joining it from – children should not be present in the same room, and no recordings should be made. Further guidance for joining the meetings will be distributed prior to Monday.

Today, at approximately 5pm, we will send a link to your mobile phone (and email address where it has been provided) which will take you to our online booking system, where you can select a time convenient for you. Appointment bookings will close at midday on Friday 13th November.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text message to take you to the confirmation page (you will need internet access)
2. You will see a page requesting your child's first name, so please enter it to continue. If you have more than one child in school, any of their first names will work.
3. Once you have entered your child's name you will be taken to the booking page. This page will show all your children's names, alongside all of the teachers that you can book in with (only one teacher's name will appear for classes with two teachers, but it may not be that teacher that takes your meeting).
4. Next, click 'please choose' to be shown a list of available times - click to book. This will now give you the option to add any notes that you want the teacher to see before the meeting – **if you would prefer a telephone booking instead, please write that here, with the telephone number you wish to be contacted on.**
5. After you have entered your notes, click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents' Evening, you can click the link on your phone again to check your booking time, or even unbook by clicking the green button again.

If you have any queries about the above, please contact the school office directly.

Many thanks,
HUNTINGTON SCHOOL OFFICE