



**Ecclesfield Primary School**

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Executive Head J. Eagleton BSc Hons PGCE NPQH

2nd December 2020

### FSP Autumn Parents Meeting Appointments

Dear Parents and Carers,

I would like to invite you to the **Autumn term Parent Teacher meetings** to be held this half term for pupils in Miss Pilling's class.

As you might expect, parent meetings will need to be a little different this year but nevertheless this is a very important opportunity to keep in touch about your child's academic progress and emotional health.

Our Autumn parents meetings will be held via Zoom or over the phone depending on parental preference. Although we cannot invite parents into the school building at this time, staff look forward to discussing your child's progress so far this academic year with you in this new way.

#### Appointment via Phone

Please be aware that the phone call may appear as an unknown number on your phone.

#### Appointment via Zoom

Please use your child's name when entering the zoom meeting so staff know who is waiting. Your child's class teacher will admit you onto the video call at your allocated time.

To book an appointment, you will need to use the Parents Evening Manager on ParentMail. This allows you to book your parents evening appointment from your smartphone, tablet or computer as soon as the booking system becomes 'live' which will be 4.00pm on Wednesday 2nd December. Please ensure that you confirm in the Notes section whether you require a zoom meeting or a telephone meeting.



### Appointment Dates

Below is a table showing the dates Miss Pilling will be available for appointments. Actual timeslots on these dates will be displayed on the ParentMail system.

Class	Parent Meeting Dates
FSP	Tuesday 8th and Wednesday 9th December

If you require any assistance with using the booking system please contact the office staff. You can also visit the ParentMail help site:

[www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

### Children with additional needs (Special Educational Needs)

As part of our commitment to strengthen parent and school links, we hold longer Parent Teacher meetings for children with Additional Needs. These replace the ten minute slots that you would otherwise have had. As Additional Needs Co-ordinator, Mrs Stevenson will attend whenever possible. Mrs Stevenson will be in touch to arrange these meetings. Please do not attempt to book a parents' meeting slot on the booking system.

Yours sincerely

R Binns  
Head of School

