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A Learning Ladder for Life

7th January 2022

Dear Parents/Carers,

RE: Reception Red (Mr J Blanco) Parent Consultations January 2022

I am writing to inform you that your child's parent consultation (which was postponed last term) will be held on Monday 17th January 2022 from 9am to 7pm.

All consultations will be held virtually and you will be able to book your appointment using our booking system - bookings can be made from Monday 10th January at 6pm. All appointments will be held via a video conferencing platform from 9am to 7pm and will last 13 minutes (the last bookable appointment will be 6:45pm).

If you are *unable* to attend an appointment on this date please contact Mr Blanco as soon as possible.

Please refer to the guidance on the next page to support you with booking and attending your appointment.

Will I have an opportunity to view my child's work?

On Wednesday 12th January, your child will bring home their learning journey folders. These *must* be returned the following morning (13/1/22) so that they may be added to the next day. Please take your time to view your child's work and speak to them about what they have learnt about.

Children who are on the SEND register will receive updates from their child's class teacher regarding progress and attainment towards their personal plan. If after speaking with the class teacher you wish to have a further appointment with the SENDCo, Mrs Fulcher, please contact the school office.

Yours sincerely,

Mr L Clarke
Deputy Headteacher

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 07344732



Booking an Appointment for Parent/Carer Consultations

Bookings may be made on Monday 10th January 2021 from 6pm

To book appointments, a link will be sent to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. This will work on a first come first serve basis for you to select your appointment time.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete the booking. When the button has turned green, you know your booking has been made.
6. At any time before the parent consultations, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

If for any reason you are having any issues with accessing the email/text, then please feel free to call the school office where we will be able to assist you with your bookings.

[Please note, a parent/carers guide on how to use the video call feature can be found by clicking here](#)