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UNITE - INSPIRE - EXCEL

26th March 2021

Dear Parents,

SPRING TERM VIRTUAL PARENT-TEACHER MEETINGS

We hope that despite the current circumstances your child has transitioned well back into school after partial school closure and is back to enjoying their learning with their teachers, learning support assistants and peers. As a staff we have all certainly been very impressed by their enthusiasm and resilience, which is wonderful to see! Now we have had the opportunity to review all of your child's learning remotely and since their return from the 8th March, we would like to invite you to attend a video appointment with your child's class teacher to share with you how your child has settled in their class, the progress they have made and allow you to ask any questions that you may have. As you know from my weekly newsletters, these meetings will be held on:

Monday 26th April between 3.45pm-6.55pm

Wednesday 28th April between 3.45pm-6.55pm

All parent-teacher video appointments will as usual last 10 minutes. To utilise the full 10 minutes, please ensure you access the link in plenty of time and click 'start appointment' promptly, as if you join the appointment late, or leave and re-join the call, it does not reset the time. The appointment will always end at the scheduled time. In addition to this, on the day of the video appointment(s) or before, please test your camera and microphone by logging into the Parents' Evening System via the login link which can be found on the bottom of the email confirmation you will receive confirming your booking.

We would like to invite your child to be with you for the video call, as we believe that the inclusion of your child will help to make it more meaningful. If you have any specific concerns that you would like to discuss without your child present, we would encourage you to make a separate appointment at a different time via Reception.

Appointments can be made using our online booking system which you can access from **6.00pm on 29th March until 12 noon on Friday 23rd April**. The details of how to log on to request your video appointment(s) are attached, along with instructions of how to attend appointments over video call and device/browser requirements. If you do not have access to a computer or the internet, please contact us via Reception to arrange an alternative option. Once you have made your appointment using the online system, you should receive an automatically generated email confirmation which will contain the link to the video appointment.

If you have more than one child at Westfields, you will need to arrange an appointment for each child with their relevant class teacher. If your child receives extra support for a special educational need, you are also invited to make an additional appointment to see Mrs Clarke, our Special Educational Needs Coordinator (SENCO), in order to discuss their support and how we are meeting their individual needs. It is helpful if you can ensure that times requested with different adults have a short gap between them.

If for any reason you are unable to attend an arranged appointment, please let us know so that we can avoid staff waiting unnecessarily and can arrange an alternative date with you.

This is a different approach for us all, and we would all rather meet in person, however this is not possible, please be assured that we continue to be committed to achieving the best for our children and families and thank you for your continued support.

Yours sincerely,

Miss Jo Redman
Headteacher



Log in details for online appointment booking

Enter the following address into your web browser:

<https://westfieldsjuniorschool.parentseveningsystem.co.uk> and you will then see the screen below:

The screenshot shows the login page for Westfields Junior School's Parents' Evening System. The page has a red header with the school's name. Below the header, the title 'Parents' Evening System & Event Bookings' is displayed in red. A welcome message states: 'Welcome to the Westfields Junior School parents' evening and event booking system. Appointments and bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' The page is divided into two main sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title (with a dropdown arrow), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdowns for day, month, and year). A green 'Log In' button is located at the bottom left of the form.

- Enter your details and that of your child on the screen

The screenshot shows the 'SPRING TERM VIRTUAL PARENT-TEACHER MEETINGS' booking page. The page has a green header with the title. Below the header, a message states: 'This Parents' Evening will be conducted via video which is incorporated with the Parents Evening System.' The page is divided into two main sections: 'Click a date to continue' and 'I'm unable to attend'. The 'Click a date to continue' section includes two dates: 'Monday, 26th April' and 'Wednesday, 28th April', each with a green 'Open for bookings' link and a right arrow. The 'I'm unable to attend' link is located below the dates.

- Select which appointment date you would like to attend by clicking on the date
- You will then have the option to select your booking method, either manual or automatic. Automatic allows you to select a time based on your availability or manual allows you to view all available times.
- You will then see the name of the class teacher you are able to book an appointment with
- If you have additional children at Westfields, they should automatically be displayed. If not, select 'add another child' and enter their first name, surname and date of birth.
- Parents who have children requiring extra support in school will also have the option to book an appointment with Mrs Clarke.
- Then click on 'continue to book appointments'
- Choose the time you wish to book for the teacher(s) selected and add a message if there is a particular topic you would like to discuss.
- Once selected, a message will display, in a green information box, confirming your appointment(s) have been saved and an email will be sent confirming your appointments. If you would like to invite an additional parent to also attend the video call select the 'click here' option within this green information box, select the 'Invite Parent/Guardian' option and enter the required information.

ParentalEngagement
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