



HIGH HESKET C of E SCHOOL (VC)

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Tuesday 27th April 2021

Dear Parents,

IMPORTANT INFORMATION ABOUT PARENT'S EVENING APPOINTMENTS

As you will have seen in previous letters, we will be holding remote parent's evening appointments during the week commencing Monday 10th May 2021. Appointments for children in Early Years, Year 1, 2, 3, 5 & 6 will be available on the following days:

Tuesday 11th May 2021 (4pm – 6pm)

Wednesday 12th May 2021 (3.45pm – 5.45pm)

Thursday 13th May 2021 (5pm – 6pm)

Due to a change in circumstances, appointments for parents in Year 4 will be available on **Tuesday 4th, Wednesday 5th and Thursday 6th May 2021** at similar times as noted above.

We are still unable to host face to face appointments on site and, due to the current circumstances, remote meetings are becoming a more frequent part of our school life. As a result, we are using a new specific parent's evening system for this term's appointments using the platform Eduspot which many of you will already be familiar with for School Money. It is a very similar experience to Zoom and promises to be a quick and easy system that automatically generates a meeting link for you to meet with your child's class teacher virtually, having been used successfully in many schools already.

Booking your appointment

To book an appointment, you will receive an invitation link via email and/or text depending on the contact details we have for you. You click on the link and follow the instructions to select the appointments that are available for your child/ren. Appointments will be 8 minutes long and will automatically end once the time has run out. However, as always, should you need more time to speak with your child's class teacher about a particular area of concern, this can be arranged separately.

The booking invitation links for Year 4 will be sent out tomorrow, Wednesday 28th April, and invitations for all other classes will be sent out on Thursday 29th April 2021. Booking will close on Monday 10th May 2021 but please bear in mind that appointments will get booked up and so availability will become more limited as we get nearer to this date. If you need to change your appointment, you can do so by re-entering the system using the booking invitation link you were originally sent.

Joining your appointment

To attend your appointment on the specified day, you will receive a separate link which will be sent out by email and/or text around 24 hours before your appointment is due to start. You simply click that link to join the meeting and select 'join now' to start the call which will begin once the class teacher has also clicked on the 'join now' button. The platform is compatible with most devices but you will require an internet connection and your device will need a camera and microphone, just as you would require for a Zoom call. We do ask that you are ready to join the call promptly to make sure that we can maximise the time of your appointment.

This is the first time we have used a system such as this so we do ask for your patience and understanding should there be any technical hiccups. We are keeping our fingers crossed for a smooth trial! Please feel free to get in touch if you need any assistance or have any queries, and we have attached a parent manual for your reference which has some very useful information about how the system works.

Yours sincerely,

Mrs A Harvey
Headteacher