

7<sup>th</sup> October 2020 – SENT BY EMAIL

Dear Parents and Carers

### Virtual Parent Consultations

It is hard to believe that we have almost reached the end of the first half term of this academic year. So many things have taken place in what feels like a short period of time and it is now time to reflect on, and celebrate, the academic year so far.

With this in mind, I wanted to take this opportunity to inform you about our Parent Consultations which are taking place on **Monday 19th October - Thursday 22nd October 3.30 - 5.45pm** and how these will be conducted.

Unfortunately, as much as we would like to, we will not be conducting face-to-face appointments for this first meeting. As I am sure you will appreciate, we are still continuing to work within government guidelines and safety measures to ensure that we can minimise the risk of COVID-19 as much as possible. We do, however, highly value the importance of timely feedback and communication and we have therefore worked to ensure that we can still hold Parent Consultation meetings in some form.

Your child's class teacher will be using Google Classroom to hold virtual meetings with both you and your child(ren). It is important that we are able to discuss your child's progress with you, to celebrate their achievements so far and to discuss next steps as we move forwards into the next half term. I would like to reassure you that we will do all that we can to ensure that you have a positive experience despite the format looking different this year.

You will soon be able to book a **10 minute appointment** with the class teacher through the **Edu Spot** booking system. If you experience any difficulties using this system then please speak to Mrs. Webber in the school office and she will be happy to support you.

If your child is in Reception, please book your appointment via **Edu Spot**, your invite will be emailed to you.

Once you have chosen your appointment time, you will be able to access the virtual meeting via the meet link that will appear in your child's Google Classroom on your appointment day. You will need to log into Google Classroom with your child's login details to access this link. To ensure confidentiality for all pupils and parents, please **do not click the link to join the meeting until your allocated time**. The class teacher leading the meeting will allow you into the meeting so please do not worry if you are 'waiting' to be permitted to join. We hope that you understand that this is to ensure the privacy of all and also so that you are able to make the most of your appointment time in a safe and secure way.

If you are unable to attend a virtual appointment due to internet issues please can you still book your appointment via Edu Spot and inform us.

If you have any further questions regarding this then please do not hesitate to get in touch.



All Saints Marsh C of E Academy  
Osborne Street, Newton Abbot  
Devon, TQ12 2DJ  
T: 01626 365293 E: [allsaints@lapsw.org](mailto:allsaints@lapsw.org)



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Best wishes,

Mrs. Edwards

Head of Academy  
All Saints Marsh C of E Academy  
01626 365293  
allsaints@lapsw.org