

Oaklands Junior School

Headteacher - Mrs H West

Butler Road, Crowthorne, Berkshire RG45 6QZ

Telephone: 01344-773496

admin@oaklands-jun.wokingham.sch.uk

www.oaklandsjunior-school.org.uk



22nd October 2020

Dear Parents/Carers,

Parents' Consultation Evenings

Parents' consultation evenings will still go ahead this term, but due to the current situation they will now take place via online video calls. We will also be using an online booking system to organise the appointment times for our parents/carers.

The consultations for discussing **individual** pupils will take place on the following evenings: -

- **Monday 9th November**
- **Monday 16th November**
- **Wednesday 18th November**

The bookings will be opened on Tuesday 3rd November, at which point a link will be emailed to you. They will remain open until Friday 6th November. After that time, if you have not made a booking, you will need to contact the school office.

This will be an opportunity for class teachers to inform you of how your child has settled in this term and to discuss any areas of development. We would strongly advise you to book one of these sessions as your child's education is extremely important. Unfortunately, there will not be an opportunity for you to view your child's work as would normally take place

The meetings will take place via Microsoft Teams. This works on most phones, tablets and computers (however, you may have to install the app). We recommend using a headset (with a microphone) if you have one as it will make the calls clearer.

If you have more than one child in the school please make sure that you leave a suitable gap between appointments to allow you to finish one call and connect to the next. To enable this system to work we would ask you to keep to the 10 minutes appointment slot. If you feel you need more time to talk with your child's teacher please feel free to make a separate appointment for a later date by contacting the school office. I will be in school for all three parents' evenings, if you would like to speak to me, please contact the school office in advance.

Please Note: If you do not have access to a suitable device to access either the booking system or Microsoft Teams please contact the school office.

Yours faithfully,

Mrs. H. West
Headteacher