

Oaklands Junior School

Headteacher - Mrs H West

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3rd November 2020

Dear Parents/Carers,

As explained in our letter sent out before half-term, parents' evening meetings will take place via Microsoft Teams. Bookings for Microsoft Teams meetings can be made using the links below for the class/classes your children are in:

[Class 3JG - Mrs Jones/Miss Green](#)

[Class 3M - Miss McComish](#)

[Class 4L - Mr Lee](#)

[Class 4D - Miss Davidson](#)

[Class 5H - Miss Hanks](#)

[Class 5N - Miss Noad](#)

[Class 6A - Mrs Alexander](#)

[Class 6B - Miss Bland](#)

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

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

Once you have opened the link, please first select the date and then select the time for your meeting; please remember to complete the rest of the form before submitting it. Meetings can only be booked by parents/carers with parental responsibility. Please only make one appointment per child; split families will be able to share the link so only one appointment is necessary. We would recommend parents with twins in the same class book two consecutive 10 minute slots.

Once you have made the appointment you will receive a booking confirmation via email with the link to the Teams meeting. If a second booking for a child is made in error, one will be cancelled and you will be notified. You will be able to book appointments until 3.00pm on Friday 6th November. After that time, if you have not made a booking, you will need to contact the school office.

Staff will ensure that the background to these meeting is appropriate and they will be suitably dressed and we would ask parents/carers to ensure the same. Please remember pupils should not be present at these meetings. **Please do not record these meetings as others have not given permission for you to do so.**

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