

# Oaklands Junior School

Headteacher - Mrs H West

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17<sup>th</sup> March 2021

Dear Parents/Carers,

Parents' evening meetings will take place via Microsoft Teams from next week, in a similar way to those previously held in the Autumn term. Our focus will be on how your child has settled back into school, along with any areas that we can work on together to support your child – your support for your child at home makes such a difference to your child's achievements and this is much appreciated.

Please do share your experience of home learning with all the positives and how you felt your child coped with the tasks set. Wellbeing will also be important to share, along with any areas of concern that you noticed when working one-to-one with your child. As the children have not been back in school for very long before these meetings take place, your child's progress will be something for a much later date and a feature of reports when we have had the opportunity to complete more formal assessments.

Bookings on Microsoft Teams can be made using the link below and just for ease of reference, the three evenings that your child's class teacher has planned, are as follows:

Monday 22 <sup>nd</sup>	Tuesday 23 <sup>rd</sup>	Wednesday 24 <sup>th</sup>	Thursday 25 <sup>th</sup>	Monday 29 <sup>th</sup>
	3JG	3JG	3JG	
3M	3M			3M
	4D & 4L		4D & 4L	4D & 4L
5H & 5N	5H & 5N			5H & 5N
6A & 6B		6A & 6B		6A & 6B

## Parents' Evening Booking Form

Once you have opened the link, select the class, date and then the time for your meeting; please remember to complete the rest of the form before submitting. 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.

Staff will ensure that the background to these meetings is appropriate and they will be suitably dressed and we would ask parents/carers to ensure the same. If you could also be visible on screen, as we will be, this will make it a much better experience for all involved. 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