



Busbridge CE (Aided) Junior School
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Headteacher

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Tuesday 5th October 2021

Dear Parents and Carers,

Face-to-Face Parents' Evenings on Wednesday 20th and Thursday 21st October 2021

I am writing to confirm details for our upcoming Parents' Evenings on Wednesday 20th and Thursday 21st October 2021. I am delighted to confirm that we will be holding these meetings face to face this year in the school hall. Whilst we were very pleased with the online virtual meetings during the height of the pandemic via the School Cloud parent evening system, the benefit of being able to converse directly with your child's teacher is very important. There will also be an opportunity for you to spend time in your child's classroom and look at their school work in situ.

The purpose of the meeting is to discuss your child's attainment, progress and well-being, as well as to meet their new teacher for this academic year. Appointments will be available on Wednesday 20th October from 4.00pm to 6.30pm and on Thursday 21st October from 6.00pm to 8.30pm. All appointments will take place in our school hall.

For those children on our SEN register, parents will also be able to book an appointment with Mrs Barker, our Deputy Head Teacher and SENCO. Appointments with Mrs Barker will be held in the Learning Lab.

How to sign-up and make appointments:

We will be using the 'School Cloud' system to book and manage appointments. There is no need to pre-register an account with School Cloud. Please note, there will **not** be an option to attend virtually this time around - all appointments will be face-to-face in the school hall. The time and logistics to run both virtual and live meetings mean that this mixed approach is not possible.

The booking system will open on Thursday 7th October at 9.30am. An automated booking link will be sent from the School Cloud system. Should you not receive a link then kindly log-in using the following link:

<https://busbridgejunior.parentseveningsystem.co.uk> . (A short guide on how to book appointments is also attached with this letter.) Log-in with the following information:

Your child's First Name: e.g. Hannah
Your child's Surname: e.g. Smith
Your child's Date of Birth dd/mm/yyyy e.g. 11/12/2011

Confirmation of appointment time:

Once you have booked a time slot in the parents' evening booking system, you will receive an email confirmation from School Cloud with your booking details. It can take a few minutes for the email to arrive. If you do not have access to the internet, please contact the School Office who will be happy to add appointments on your behalf.

Changes to appointment times:

Should you wish to make any changes to your appointment once it has been booked then please contact the School Office via admin@busbridge-junior.surrey.sch.uk or by telephone on (01483) 417302.

On the day of the appointment:

Please arrive at school in plenty of time for your appointments and so that you can view your child's work in their classroom. Please also note that the village hall carpark is **not** available for parking so please park considerably away from the school – thank you.



Covid Safety

Clearly the safety of our school community is of huge importance. For that reason we ask that you heed the following:

- Do not attend school if you are showing Covid symptoms.
- Do not attend school if you are asymptomatic but have had a positive LFT prior to the meetings.
- Do sanitise your hands when you enter your child's classroom, Learning Lab (if seeing Mrs Barker) and when you enter the school hall (where the teacher appointments will be held).
- Do wrap up warm as we will need to ventilate the Hall.

We are very much looking forward to seeing you all at Parent's Evening.

Yours faithfully



Mr Richard Catchpole
Head Teacher

