

# MAYESPARK PRIMARY SCHOOL

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Head teacher: Ms E Davies



24 January 2022

## Parents' Evening for Spring Term – Video meetings

Dear Parent/Carer,

I am inviting you to attend our Parents' Evening with your child's class teacher via a ten-minute video meeting. SchoolCloud will enable parents to see the teacher face-to-face to discuss anything you think your child's teacher needs to know. Due to the current COVID situation we are not holding the parent meetings in person.

The consultation meetings will take place on **Tuesday 8<sup>th</sup> February between 3.40pm-5.30pm**. On **Thursday 10<sup>th</sup> February** this time will be **extended to 7.20pm** for working parents.

For children in Nursery the dates will be later in the term due to staff absence.

### Booking your appointment

The online appointment booking system has been a huge success in the past and allows you to choose your own appointment times. You will receive an automated email confirming your appointment. **Appointments are made on a first-come, first-served basis and can be made online from your computer, laptop, iPad/tablet or phone from 6pm on 26<sup>th</sup> January.**

Please visit <https://mayespark.parentseveningsystem.co.uk> to book your appointment. If you have more than one child in school, please leave at least five minutes in between the appointments. If you are unable to access the booking system or attend an appointment, please contact the school office who will be happy to assist you.

### On the day of your appointment

Schoolcloud will be available 60 minutes before your first appointment. In order to access the video appointment, you will need to click the link at the bottom of the email you receive. This will take you through to Schoolcloud. For further guidance on how to access the video appointment please see the attached document. At the time of your appointment, if you have any difficulty accessing your video link, please call the school office who will be available to help.

### Video appointments

The appointments will last 10 minutes. Please be aware that SchoolCloud will automatically end the meeting after 10 minutes therefore it is imperative that parents are ready to log in on time. If you do not have access to the internet please let the school office know via a telephone call rather than coming into the school building.

Yours faithfully

Ms E Davies  
Headteacher

