# MAYESPARK PRIMARY SCHOOL

Goodmayes Lane, Ilford, Essex IG3 9PX **Tel**: 020 8599 2263 **Email**: Office@mayespark.redbridge.sch.uk **Fax**: 020 8597 8422

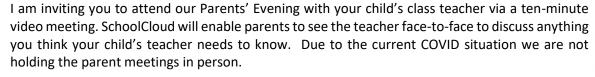
Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies



# Parents' Evening for Spring Term – Video meetings

Dear Parent/Carer,



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 <a href="https://mayespark.parentseveningsystem.co.uk">https://mayespark.parentseveningsystem.co.uk</a> 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 <u>link</u> at the <u>bottom of the email</u> 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

Maries

























