



Long Lawford
Primary School

Love, Learn, Persevere and Succeed

Wednesday 7th October 2020

Parents' Evening

Dear Families,

This year we cannot hold our usual parents evening face to face due to the guidelines in place to protect us all from COVID-19. To facilitate these rules we will be organising this autumn's parent's evening differently.

We are offering each child's family a 10 minutes video appointment with their teacher over Microsoft Teams. The parent's evening appointments will take place on the week beginning **Monday the 19th October**.

There will be a choice of days to enable families to choose the most convenient day and time. If parents are separated and both want to contribute, they can join the same meeting virtually, or if necessary, families can arrange a separate meeting with their child's class teacher.

You will be sent by the end of school on Friday 9th October a link via text and email to an online booking system to choose your 10-minute timeslot. Once you have chosen a time, please make a note of the appointment. Please choose your timeslot by **Wednesday 14th October** to give teachers time to set up meetings on Teams. If you have not received a text or email regarding booking your Parents' Evening appointment by **Monday 12th October please email admin2405@welearn365.com to let us know and we will check why this has not arrived.**

You will then have a meeting added to your child's calendar on Teams to enable you to join the meeting. Please join your meeting 5 minutes before your appointment is due to start. Your teacher will see you are waiting and will admit you to the meeting at your chosen time.

It is important to be punctual. If you miss your time slot, we will not be able to rearrange it until after October half term.

All families were sent instructions showing how to join Teams during lockdown. If you are having problems logging into Teams, please contact admin2405@welearn365.com by Monday 12th October and they will help you to get online.

We look forward to seeing you soon.

Yours sincerely,

Rosalyn Barton
Deputy Head