

Woodston Primary School
Celta Road
Peterborough
PE2 9ER

Telephone: **01733 562784**
Email: office@woodstonprimary.org.uk
Website: www.woodstonprimary.org.uk



Headteacher
Mrs J Mitchell B.A.(Hons)

Deputy Headteacher
Mr T Goakes B.Ed. (Hons)

29th April 2021

Dear parents and carers

Parents' Consultations 11th and 13th May 2021 - Online Appointment Booking

I would like to invite you to attend our Parents' Consultations on the 11th and 13th May.

- 11th May will take place between 1:30pm and 4:00pm
- 13th May will take place between 3:30pm and 6:30pm

In the Autumn Term we sent a paper update and before Covid we enjoyed having you visit the school. Due to the current situation, all appointments will be **video appointments using Schoolcloud**.

Each meeting will be nine and a half minutes and attached to this letter is some additional guidance of how the appointments will work. There is also a short video clip showing how it works for parents and teachers here (scroll down to the bottom of the web page):

<https://www.parentseveningsystem.co.uk/features-video-meetings.asp>

On the video appointments you will see a timer. At exactly nine minutes and 30 seconds the meeting will finish automatically. Staff have been made aware that they need to start 'wrapping up' the appointment after eight minutes so that no one is cut off mid-sentence after their time.

We think that there are some advantages to this new system. You will save on travel time and can take part from the comfort of your own home or from work. We ask that you find somewhere quiet to hold the meeting and children do not need to be present.

We are **not** offering additional appointments. I'm sure that some of you may find this difficult but trust that you can appreciate that our priority is putting in place a Covid safe, viable alternative to face to face meetings.

Appointments can be made from Friday 30th April at 12:00pm and will close on Sunday 5th May at 4pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://woodston.schoolcloud.co.uk/> and complete the logging in form with the required information to book your appointments.

If you have any problems logging in or do not have access to the internet, please contact the school office and we will make alternative arrangements.

Yours sincerely

Mr T Goakes
Deputy Head Teacher

