

Miss A Lavelle
Head Teacher BEd (Hons) NPQH

Miss K Maryon BEd (Hons) NPQH
Deputy Head teacher



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Tel: (01622) 812569

Mereworth Community Primary School
"Lasting learning experiences for life"

Email: office@mereworth.kent.sch.uk
www.mereworth.kent.sch.uk

Parent Consultations via ZOOM November 2020

Friday 23rd October 2020

Dear Parents/Carers,

I am writing to inform you about the arrangements for your Parent Consultation meeting with your child's class teacher. This year, due to COVID-19, all parent consultations will be held via Zoom rather than in person in school. **Please note, each parent consultation meeting lasts for 10 minutes.**

The meetings will take place during Term 2, Week 3 and 4: Monday 16th - Thursday 26th November 2020

Year R

Monday 16th 9.00am-11.45am Tuesday 17th 1.00pm-3.30pm Wednesday 18th 4.00pm-6.45pm

Year 1

Monday 16th 1.00pm-3.30pm Tuesday 17th 4.00pm-6.45pm Thursday 19th 9.00am-11.45am

Year 2

Tuesday 17th 9.00am-11.45am Wednesday 18th 1.00pm-3.30pm Thursday 19th 4.00pm-6.45pm

Year 3

Monday 16th 9.00am-11.45am Tuesday 17th 1.00pm-3.30pm Wednesday 18th 4.00pm-6.45pm

Year 4

Wednesday 18th 1.00pm-3.30pm Thursday 19th 4.00pm-6.45pm Wednesday 25th 9.00am-11.45am

Year 5

Monday 16th 1.00pm-3.30pm Tuesday 17th 4.00pm-6.45pm Thursday 19th 9.00am-11.45am

Year 6

Thursday 19th 1.00pm-3.30pm Friday 20th 9.00am-11.45am Thursday 26th 4.00pm-6.45pm

Online booking opens at 12.00pm on Monday 2nd November and closes at 12.00pm on Wednesday 11th November 2020.

Please see the following page for details of how to book and join your meeting.

Yours sincerely,

Miss A Lavelle
Head Teacher



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How to book and join your parent consultation meeting

Online booking opens at 12.00pm on Monday 2nd November and closes at 12.00pm on Wednesday 11th November 2020.

Booking your slot:

1. You will receive a personalised link to your mobile phone or email address, which will take you to our online booking system to select a day and time on a first come first served basis.
2. Click the link to take you to the confirmation page. You will need internet access to do this.
3. Enter your child's first name to continue to the booking page. If you have more than one child not currently attending school, any of their first names will work. Please note, your child's name will not appear if they are currently attending school.
4. Your child/ren's name/s will be shown alongside the name of their class teacher.
5. Click 'Please Choose' to see the list of available times for your child, and then click 'Book this Slot' to select your preferred time. The button turns green to show that your booking has been made.
6. At any time before the booking system closes, you can click the link again to check your booked time, or change/cancel your booking by clicking the green 'Booked' button.

Joining the meeting:

1. The week before your Zoom meeting, you will be sent an email containing your joining link.
2. On the day of your meeting, **please click the link and log in 5 minutes before your designated slot time** and wait in the waiting room until your child's teacher admits you to the meeting.
3. Each parent consultation lasts for 10 minutes and needs to finish on time. **Please note that if you are late logging in for your meeting, you may miss part or all of your slot.**

