

# Ubley Church of England Primary School



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Headteacher: Mrs Jane Bailey

16<sup>th</sup> March 2021

Dear Parents and Carers,

It's time for our next Parent Meetings. Once again, we will be meeting on Teams to discuss your child's experiences during lockdown and their return to school since 8<sup>th</sup> March. As normal, you will be able to book a slot on Teacher2parents – they will be live in the next day or so and you will receive a notification. Each slot will be a 10 minute appointment as normal.

For the consultations, we just ask that you are available and logged into your child's 'Teams' account at your allotted time. Our teachers will then Teams call you (it is just a bit like a Facetime call), and you will answer on your device. It should be as simple as that!!! If for any reason there are technical issues, our staff will ring you on the contact number we hold for you at school.

If you are at all unsure, please do ask your class teacher for some help and they will do their best to assist. As you are aware, Teams communicates using your device camera and microphone, but please do not feel that you must have the camera on. We will understand if you wish to keep it off. Please also consider whether you have your child with you or not and let us know when you join the meeting whether they are present. We would not give a different message about them, but we may frame it differently if younger ears are listening in. Likewise, if you have any sensitive or delicate questions to ask us, please be mindful of whether your child will be listening in. We have also made the decision to hold some of the meetings throughout the day so this should give plenty of options to suit.

Kind regards

Jane Bailey

Head Teacher

