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Thursday 15<sup>th</sup> April 2021

Dear Parents and Carers

**Parent / Carer Video Consultation – Tuesday 27<sup>th</sup> and Thursday 29<sup>th</sup> April**

On Tuesday 27<sup>th</sup> April and Thursday 29<sup>th</sup> April 2021, we will be holding our parent-carer video consultations for all children in Reception to Year 6.

**Tuesday 27<sup>th</sup> April – 3.30 pm until 6 pm (last available appointment at 5.50 pm)**

**Thursday 29<sup>th</sup> April – 3.30 pm until 6 pm (last available appointment at 5.50 pm)**

This is your opportunity to meet with your child's teacher via video call and discuss their progress. Each slot is 10 minutes per child. This is preset so will automatically end at the allocated time. You can access the video meeting by downloading via your smartphone. Please see the attached Guidance sheet '**Video Appointments\_ Parents - How to attend appointments over video call - School Cloud Parents Evening**' for more details.

**Online Booking System**

You will need to book your appointment using the online booking system. Bookings open at 7.00 pm on Thursday 15<sup>th</sup> April 2021. Please see the attached Guidance Sheet on how to log in and book your appointment. Please follow this link to book your slot: <https://ellingham.parentseveningsystem.co.uk/>

The system is very user friendly, however if you do need assistance logging in, the office will be happy to assist you.

Yours sincerely,



Mrs L Keogh  
Headteacher