

Mrs L Keogh
Headteacher
Ellingham Road
Chessington
Surrey
KT9 2JA
Telephone: 0208 397 3864
office@elp.rbksch.org
Tuesday 16th November 2021

Dear Parents and Carers

Parent / Carer Video Consultation – Tuesday 30th November and Thursday 2nd December

On Tuesday 30th November and Thursday 2nd December 2021, we will be holding our parent-carer video consultations for all children in Year 2 Willow Class.

Tuesday 30th November – 3.40 pm until 6 pm (last available appointment at 5.50 pm)

Thursday 2nd December – 3.40 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 Tuesday 16th November 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