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Communitycampus/

Head Teacher: Mr Barry Smith

9th November 2020

Dear Parents and carers

S1 Reports and Telephone Consultation

It would have been normal practice for us to have a parents' evening this term, where you would have the opportunity to talk directly to your child's teachers their progress and the areas they need to continue to improve to achieve their targets.

The global Covid-19 pandemic has resulted in us being unable to hold face-to-face parent/teacher consultations, therefore we would like to offer parents the opportunity to ask for further information or clarity about their child's progress, where necessary.

We are trialling telephone appointments, where parents feel they need to speak to a class teacher.

You will be invited by email to book a telephone appointment with each of your child's teachers, between 4pm and 6pm on 16th November. Please ensure that your contact details (email address and phone number) are accurate, as this is how we will communicate with you. Teachers will phone you at the times you have booked – if they don't get hold of you at the first attempt they will try a couple of times. Please wait to be called – all our phone lines will be busy and we will not be able to accept incoming calls. Each appointment is 5 minutes long, with 2 minutes to connect calls. **The booking system will open on 9th November and close on 15th November. Please note that bookings cannot be made on the day of the event.**

We will send your child's report on 12th and 13th November, so you should have this to refer to during the appointment. You may find it helpful to note down some questions that you want to ask. 5 minutes isn't very long and we have asked teachers to be focused and concise. If you think that you need a longer meeting to talk through issues that are concerning you, that are not subject specific, please contact your child's pupil support teacher. Telephone consultations must not be recorded under any circumstances. Due to the confidential nature of the discussions, please do not enable the speakerphone, especially if you are in a public place.

This is a completely new system that we are putting into place. There are bound to be issues and we would very much appreciate it if you could let us know what works, and what needs to be improved. We will send out a short questionnaire after the event. Your comments will help us to improve the system for everyone.

Mr B Smith
Head Teacher