

Contact: Rob Lawson  
Tel: 0141 570 7180  
Fax: 0141 570 7181  
Email: [schoolmail@giffnock.e-renfrew.sch.uk](mailto:schoolmail@giffnock.e-renfrew.sch.uk)



Education Department  
Giffnock Primary School  
Academy Road  
Giffnock G46 6JL

Dear Parent / Carer

21<sup>st</sup> October 2020

**PRIMARY – Parents’ Evenings - Online Appointment Booking  
Wednesday 4<sup>th</sup> and Thursday 5<sup>th</sup> November 2020**

**Telephone calls rather than meetings:**

I would like to invite you to attend our Parents’ Evenings on Wednesday 4<sup>th</sup> or Thursday 5<sup>th</sup> November. Despite all of the challenging ramifications of Covid-19, we know how important it is for school and home to work together in understanding our children’s progress and next steps. Ordinarily, we would of course invite you into school for these meetings however we are unable to do so at this time. Therefore, schools across East Renfrewshire will instead be using telephone calls which we hope will offer the best workable alternative for everyone.

The conversation is designed to give you an opportunity to speak with your child’s class teacher and to review and discuss their progress this term. Within the classroom, your child is involved with conversations about their learning on a daily basis. We share targets, comment on progress and agree next steps together. Therefore, even though your child cannot as easily be part of the conversation this time, our teachers will still discuss these same targets and focuses, which you will then also be able to discuss with your child.

**Timings and our appointment booking system:**

Each meeting will last ten minutes. We will be timetabling the two evenings in the same way as normal, using our electronic booking system, and will therefore need to keep tightly to the ten minute timeframes as usual. You may already be familiar with the easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. **Appointments can be made from Friday 23<sup>rd</sup> October (21:00) and the booking system will close on Sunday 1<sup>st</sup> November at midnight.** The booking system will only accept bookings from one “main carer” which for the majority of families has been set as the mother. However, this is not always the case and if you experience problems in logging in then please try to log in using the father’s details. We expect that appointments will fill up quickly and advise you to access the system as early as possible, particularly if you have more than one child.

Where appropriate for your child, you are also able to book a separate appointment time with our Support for Pupils teacher, Ms MacLeod, if you wish to speak to her about any specific matter with regard to your child’s learning. Please select the Support for Learning Appointment option on the online booking system.

Please visit <http://giffnock.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments has also been forwarded by email for easy reference). Please login with the following information:

*Student’s First Name*

*Student’s Surname*

*Date of Birth*

Mhairi Shaw, Director of Education, East Renfrewshire Offices, 211 Main St, Barrhead, G78 1SY

**Focuses for the telephone conversation:**

Our teachers will prepare information to share in the key areas of Health & Wellbeing, Literacy and Numeracy. In addition and as part of our processes, your child will be further considering their own progress and next steps, and a copy of this will be sent home to you along with Numeracy based jotters on Friday 30<sup>th</sup> October. As usual, Literacy Jotters will be sent home as part of the second Parents' Evening processes in March 2021.

We know however that you may have particular aspects of your child's learning that you would wish to focus upon during the conversation. For this, we have set up a Microsoft Forms link, through which you can share any such focuses with us in advance of the meeting. If you choose to do this, and if you have siblings at the school, **please make sure that you complete separate Forms entries for each of your children through the link below.** Please complete this by Thursday 29<sup>th</sup> October as the responses will be collated and shared with our teaching team on Friday 30<sup>th</sup> October:

[Forms link for providing focuses to discuss about your child](#)

**Telephone call processes:**

For our telephone calls to work as smoothly as possible, we will be telephoning the main carer's mobile telephone number. Please make sure that we have the most up to date telephone numbers for you on our office systems. If you are aware of any changes, please share these with the office asap. Whilst we always try to keep our appointments on time, there may of course be some slight delays to appointment times during the course of each evening; we thank you in advance for your patience and understanding in any delays that may occur. Our teachers will phone you as close to the agreed timings made as possible. As a courtesy to our staff team, we would also ask that none of the telephone conversations are recorded; again, thank you in advance for your co-operation in this matter.

If you do not have access to the internet for the booking system or the Forms, please contact the school office who will be happy to help you.

We look forward to speaking with you,

Yours sincerely,



Rob Lawson  
Head Teacher