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Dear Parent / Carer

21st October 2021

**PRIMARY – Parents’ Evenings - Online Appointment Booking and Arrangements**  
**Wednesday 3rd November and Thursday 4<sup>th</sup> November 2021**

**Telephone calls rather than meetings:**

Unfortunately at this time, we remain unable to invite all of our parents and carers into school due to Covid-19 restrictions. Therefore, I would like to invite you to attend our Parents’ Evenings on Wednesday 3rd or Thursday 4<sup>th</sup> November. Schools across East Renfrewshire will again be using telephone calls; following this format in spring 2021, parental feedback was very positive so we hope that these will prove successful again. We know how important it is for school and home to work together in understanding our children’s progress and next steps and, as always, the dialogue at these meetings is extremely valuable.

**Learning focuses for our conversations:**

The conversation is designed to give you an opportunity to speak with your child’s class teacher and to review and discuss their progress. Key focuses for the conversation as usual will include Health & Wellbeing, Literacy and Numeracy. Even though your child cannot as easily be part of the conversation this time, our teachers will still discuss the targets and focuses with you, which you will then be able to share with your child.

Our **children will be evaluating their learning** in the coming days and this will be shared with you on Friday 29<sup>th</sup> October, when we will also be sending home Literacy class jotters for you to look over and to discuss with your child. We would ask that these are returned on Monday 1<sup>st</sup> November so that they can continue to be used for activities that day and thereafter.

We know 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 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 Wednesday 27<sup>th</sup> October.

[Forms link for providing focuses to discuss about 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 Monday 25<sup>th</sup> October (21:00) and the booking system will close on Sunday 31<sup>st</sup> October 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. Please select the Parent Appointments November 2021 option. You can then choose the day and time that you would like to book.

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 'how to' guide 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*

**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. Please also be aware that our teachers will need to call you at the allotted time and are not necessarily able to call you back at a later time, given the amount of appointments that we have each evening, so we would ask that you make yourself available for the call a few minutes beforehand. 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 (0141-570-7180) who will be happy to help you. We look forward to speaking with you,

Yours sincerely,



Rob Lawson  
Head Teacher