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Date: 16 March 2021



### **Education and Families**

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Eastfield Road  
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[www.northlanarkshire.gov.uk](http://www.northlanarkshire.gov.uk)

Dear Parents/Carers,

### **Parent-Teacher: Telephone Conversations**

As part of our commitment to work in partnership with parents and carers, time is regularly planned into the school calendar to report on children's progress. Generally, each academic year, the class teacher would meet with parents twice to discuss the progress made by each pupil and the year would end with a full written report. This year has been a little different with our first set of consultations replaced by an interim report.

Currently, Covid-19 restrictions are preventing face to face meetings. We now plan to hold **telephone conversations** for those parents who wish this. In order to support children and families, staff will engage in **conversations** with you about your **child's well-being as well as some aspects of their progress in their learning**. Due to the high number of calls staff will approach conversations in a similar way and time frame to parents evening appointments and therefore, phone calls will be around 8 minutes in duration. Staff have agreed to offer two dates to parents in each class- this provides families with some flexibility and also supports staff. These conversations will take place on **Tuesday 30 March** or **Wednesday 31 March**. **Please be aware that the call may come from a withheld number.**

As always, if there are any other things you feel that you require to discuss, then arrangements should be made with the school in the normal way by contacting our school office in the first instance.



Please book your time using our parental booking system- the link is provided below:

<http://www.parents-booking.co.uk/cumbernauldprimary>

**(You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as this will not work. This is a common mistake on phones and tablets especially)**

Log in to see which times are available and select one that is convenient for you.

You will need to enter:

- Your title (Mr/Mrs/Miss) and surname (these must match those we have on record for you)
- Your child's first name, surname and date of birth

The system will be live from **Monday 22 March at 7pm** and will close on **Friday 26 March at 7pm**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers. Tick the teacher you wish to book and enter your availability. The wizard will then use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

#### **Some helpful information before booking....**

- To login you need to enter the details we have on record for you and your child. (Please contact the school office if you need to update any of your information)
- The email address you enter is only used to receive a confirmation of your time. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have a number of children to make bookings for, and decide not to use the Booking Wizard, but instead book times individually; use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking page to swap between your children.

If for any reason, you are unable to book a time on the system, please contact a member of our office staff and they will assist you.

Normally children would normally attend with you; however, this is trickier via the phone. Therefore, we would ask you to take note of the key points discussed with your child's class teacher in order to facilitate discussion with your child after the call. Please note these meetings should not be recorded.

An end of year report will be prepared by your child's teacher and distributed in June. Thank you for your ongoing patience, support and understanding.

Stay safe and take care.

Yours sincerely

Ed Clinton  
Head Teacher