

## ST MARY'S C.E. PRIMARY SCHOOL

In Partnership with St Helen's Primary School



Church Road,  
Yate,  
South Gloucestershire,  
BS37 5BG  
Telephone: (01454) 867155  
Fax No (01454) 867157  
Email [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)

Executive Headteacher: Mr Andrew Spens  
Headteacher: Mrs Bethan Scriven  
Deputy Headteacher: Mrs Natalie Lane  
Date: Friday 5<sup>th</sup> February 2021

Dear Parents/carers,

### Virtual Parents' Evenings - w/c 22<sup>nd</sup> February 2021

During the first week of next term, we will be holding parents' evenings which will be open to all of our families. Due to Covid-19 restrictions, it will not be possible for us to hold these face to face so as per our term 1 parents' evenings, we will be holding these virtually, using 'Zoom'. You can access Zoom from a laptop or by downloading the free 'Zoom' app to a phone or device.

As many of the children have not been in school during this term, parents evening will have a different focus on this occasion. During the meeting we will be using the following questions to guide conversation:

- Can you share a piece of learning that you are feeling proud of?
- What challenges have you had to overcome whilst you have been learning from home/in school?
- Is there anything else you would like us as a school to do to support your child?

Due to the current restrictions and to fit in with both their in school and home learning teaching commitments each teacher will be holding their Parents' Evenings as follows:

Class	Teacher	Mon 23rd	Tues 24 <sup>th</sup>	Wed 25th	Thurs 26th	Fri 27 <sup>th</sup>
Lemon	Mrs Ridd/Mrs Jones		1-3pm	3.20-7pm		
Lime	Mrs Chaney/Mrs Timms			3.20-7pm	1-3pm	
Cherry	Mrs Stephens/Miss Norman			1-7pm Appointments from 6.20pm will be with Mrs Hill & Miss Norman		
Apple	Mrs Humphreys		1-3pm		3.20-7pm	
Pear	Mrs Hill		3.20-7pm			1-3pm
Pine	Mrs Timms		1-3pm	3.20-7pm		
Ash	Mrs Silverthorn	3.20-7pm		1-3pm		
Beech	Mrs Bright/Mrs Eggleshaw			1-7pm		
Sycamore	Mr Moon		1-3pm	3.20-7pm		
Maple	Mr Allen	1-3pm	3.20-7pm			
Chestnut	Mr Higginson			1-3pm	3.30-7pm	
Oak	Miss Stell		1-3pm	3.20-7pm		

In order to book a 10 minute appointment with your child's teacher, you will need to book online at the website address: <https://stmarysyate.parentseveningsystem.co.uk>, please find the instructions on how to log in at the end of the letter. The booking system will go live at 6:00pm tonight and bookings must be made by 4:00pm on Friday 12<sup>th</sup> February. If you require a telephone conversation rather than a Zoom meeting please indicate this in the messages section of the booking and include the telephone number you wish to be contacted on.

When the appointments have been booked, we will be in contact with you with the joining instructions for the appointment via e-mail.

Practical guidelines and information:

- Teachers will be operating a 'waiting room' on Zoom. Please aim to arrive a couple of minutes before your appointment to help us keep to time. Teachers will then 'admit you' to the room when the previous parent has left.
- Please join Zoom using your child's name. This will make it much easier for teachers to ensure they admit the right person to the appointment!
- Please aim to space sibling appointments with other teachers apart, as a guide we recommend at least 30 minutes apart. This will just help us to keep everyone to time.
- If there are technical problems with your appointment, please don't worry - we'll make sure we arrange a separate appointment if something did go wrong.
- We will be asking teachers to adhere particularly closely to their timings to ensure that they are not over running. Please do arrive a few minutes early to enable this to run smoothly.
- If you would like your appointment to be over the phone rather than a Zoom meeting please indicate this in the messages section of the online booking and include the telephone number you wish to be contacted on.
- You can access Zoom on a laptop or computer, by visiting [www.zoom.us](http://www.zoom.us), or you can download the free 'app' which is available on all phone and tablet platforms.
- If parents are not in the same location, both parents are very welcome to join the same meeting on different devices

Whilst we know that online meetings are never quite the same as face to face, we hope that you will find them valuable opportunities to speak to the class teacher.

Please do get in touch with the school office with any questions,

Yours sincerely

Bethan Scriven  
Head of School

## How to book a parents evening appointment.

Open your internet browser and go to:

<https://stmarysyate.parentseveningsystem.co.uk>

You will see the following screen:

**'Your Details' must be those of the parent whose email we use as our contact.**

**You and your child's details are those that we hold on our School Information Management System and will have to match exactly in order to identify you. Please note it is the child's preferred name that is used if different from their legal name.**

- Enter your details and (one of) your child's details and click the Login and Continue button.
- Select the evening you wish to attend by clicking on it
- It will ask you to choose a booking method "**Automatic**" or "**Manual**", automatic will select an available time for you, manual allows you to choose the time you require. Select the option you would like and click on "**Next**"
- If you chose automatic you will be asked to choose the earliest & latest availability and tick the teacher(s) you wish to book an appointment(s) with and click on "Generate Appointment". You will then be given an appointment time.
- If you chose manual, you are given the options of which teacher(s) you wish to book an appointment with then click on "**Continue to book appointments**"
- Choose the appointment time you would like by clicking on the "+"**Book**"
- A text box will appear informing you of the appointment time and asking you if you have a message for the teacher please only use this box if you want a telephone meeting stating this and the phone number you wish to be contacted on
- Click on save and the following message will appear, "Finished – Appointments saved. Your appointments have been saved and an email will be sent confirming your appointments"
- Click the "sign out" button and an email will be sent to you confirm your booking/s.