

ST MARY'S C.E. PRIMARY SCHOOL

In Partnership with St Helen's Primary School



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Executive Headteacher: Mr Andrew Spens
Headteacher: Mrs Bethan Scriven
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Date: Wednesday 19th May 2021

Dear Parents and Carers

Reports and Term 6 Parents' Evening

We are writing to you to let you know about some changes to our reporting systems in Term 6 to ensure you have as much knowledge as possible about your children's social, emotional and academic development.

Whilst we understand that countless number of conversations occur between staff and parents and carers every week in different ways, we would like to hold a third formal parents' evening. By meeting in the first week of Term 6, we will be able to talk through the progress the children have made since their return to school and, just as important, highlight any key areas that they may be focussing on that you can help them with.

The parents' evenings are scheduled for **Tuesday 8th June and Wednesday 9th June** and will again be held via Zoom.

Please note that only these dates have been set aside for the meetings. We will not be able to offer alternative dates for parents or carers who are not able to meet on these days or do not attend after booking an appointment.

Reports

There will also be a change to the format of the end of year reports. As the parents' evenings will focus specifically on achievements in Maths and English, we will not be writing an in-depth comment on these subjects. The report will, however, demonstrate the teacher assessment that has been given to your child from the work that they have completed across the year and a small target for your child to work on, in readiness for the next academic year. Please note that one important thing will remain the same; the report will include a personal comment.

As parents and carers, this meeting will enable you to have the most up to date details about your child's education to help give a very clear focus of targets to work on across Term 6 and beyond.

Overall Personal Comment:				
English				
	Working towards Expected Standard	Working at Expected Standard	Working above Expected Standard	Effort level: 1 Excellent 2 Good 3 Satisfactory 4 Improving
Reading			✓	1
Writing			✓	1
Spelling		✓		1
Next steps target - These objectives have been specifically selected to work on at home: to develop inference skills when reading- ask your child lots of questions about extracts they are reading.				
Mathematics:				
	Working towards Expected Standard	Working at Expected Standard	Working above Expected Standard	Effort level: 1 Excellent 2 Good 3 Satisfactory 4 Improving
Mathematics			✓	1
Next steps target - These objectives have been specifically selected to work on at home: to develop quick recall of the multiplication table x7 x 8 x 12 and their related division facts				

Booking systems

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 on Tuesday 25th May and bookings must be made by 4:00pm on Sunday 6th June.

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, 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.