**The Topsham School**

**A love of learning and commitment to the success of**

**every child at the heart of all we do**

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Dear Parents/Carers

I am aware that Year 4 did not have a parent's evening in the Spring Term. I had intended to replace this in the Summer Term, however it has not been possible.

I know that some parents will still want to discuss transition with me, or anything from their child's report.

A parent's evening has been set up on School Cloud. This is for Tuesday 12th July, next week. The times will be fitted between the end of the school day and the start of the KS2 Show.

If you have concerns about transition in to next year, or you have questions about the report, and would like to discuss it further with me, please book a slot for next Tuesday.

I will be contacting some parents separately to meet on a different date, so please do not book a slot if this is the case.

The follow evening is the open evening where you are able to look at your child's books and have a chat with me in a more informal way. If you feel this is sufficient, you do not need to book a parent's evening slot with me.

Many thanks,

Maria White

Please read the following information to relation to parent consultation evenings.

**How will they be facilitated?**

Parent consultations will again be held remotely using SchoolCloud.

**What is SchoolCloud?**

It is an online booking system created just for the purpose of parent/teacher meetings. It can be accessed from any device, including a mobile phone.

**How does it work?**

Parents need to put this link into their browser <https://topshamschool.schoolcloud.co.uk/> and this will take you straight to the appropriate page.

**Follow these steps to help:**

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|  | **Step 1: Login** Fill out the details on the page then click the *Log In* button.  A confirmation of your appointments will be sent to the email address you provide. |

You must use the email address that you have registered to use Schoolcomms. This is the address SchoolCloud will recognize.

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|  | **Step 2: Select Parents' Evening** Click on the date you wish to book. |

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|  | **Step 3: Select Booking Mode** To pick the times to book with each teacher, choose *Manual*. Then press *Next*. |
|  | **Step 4: Choose Teachers**Select the teachers you’d like to book appointments with. A green tick indicates they’re selected. To de-select, click on their name. |

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|  | **Step 5 Book Appointments** Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.  To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.  Once you’re finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.  There is an option to leave a message for the teacher. Please use this to provide any specific questions you may like answered at the meeting. Teachers will read these prior to the meetings so they can provide appropriate information. |

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|  | **Step 6: Finished** All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.  To change your appointments, click on *Amend Bookings*. |

**How long are appointments?**

Appointments are 10 minutes. At the end of the meeting, the system will close automatically. It is therefore very important that both teachers and parents are ready for the start of the meeting. If something comes up in the meeting that requires further discussion, the teacher will note this and contact the parent to arrange a time for another conversation.

**What if I am late to my meeting?**

There is no facility to push meetings back, once they are booked the teachers will need to keep to time. As stated above, once the 10 minute slot is complete the system shuts this session so it ready to open the next. There is a waiting room on School Cloud and this facility can be used by parents to avoid being late.

**What if I miss my appointment?**

Any parent who misses their appointment will need to email the class teacher directly who will contact the parent to try and arrange another time.

**What information will be shared?**

Teachers will share the following information:

* The child’s current attainment in Reading, Writing and Maths. This means sharing whether the child is working at age related expectations, above age related expectations or working below age related expectations. This is based on teacher assessment; no termly assessment will have been completed by this time.
* The child’s next step targets and if any support/provision has been or will be in place for the child to help them make progress if anything extra is needed.
* The child’s attitude to learning including who they use Learning Powers successfully in their learning.
* How parents can support their child at home.

**Can my child be with me for this meeting?**

We would ask that children are NOT present at these meetings. As we have not had as much face to face contact as we would like as recently due to CV restrictions, teachers will need this time to focus on their discussions with parents. Children will be informed of their targets in school and so will know what they are working on and why.

**Safeguarding everyone during remote meetings:**

Teachers will ensure they follow the school’s set protocol for online meetings.

Please can parents ensure;

* + The location of parent during the meeting will be appropriate with nothing personal behind. We recommend a blank background if at all possible.
  + The child being discussed and their siblings or family members are being attended to, away from the meeting so that confidentiality is maintained.

Anything overheard or seen by the teacher that causes concern will lead to the immediate end of the session and parents will be contacted by a member of the SLT to discuss the incident.

**When can I book my appointment?**

The system is live and ready to go, so you can go on and **book NOW!** Please note teachers cannot swap times around so, once a time slot has been booked, it’s been booked.

**When is the deadline for booking an appointment?**

The deadline for booking, including registering questions is **11.00am on Monday 11th July.** If a parent has not booked their session by this time, the class teacher will allocate them a date and time and email this information to the parent.

Thank you for your ongoing support.

Kind regards

Miss White