

Headteacher: **Mr A Herbert**

Clifton with Rawcliffe Primary School
Eastholme Drive, Rawcliffe,
York YO30 5TA
T: 01904 555230
E: admin@cw.r.pmat.academy
W: www.cwr.york.sch.uk

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18th February 2022

Dear Parents/Guardians

FS1 - Y6 VIRTUAL PARENT EVENINGS

Virtual Parents Evenings will be held on Tuesday 15th March & Thursday 17th March 2022, 3.30pm - 6.30pm. These meetings will give you the opportunity to discuss your child's progress with their class teacher. We had hoped to be able to hold face to face meetings but as we will not have further guidance from the Prime Minister until 28th February, we have made the decision to once again hold these virtually.

We had intended to hold in person meetings and share written interim reports with you, however a full written report will be sent out to you before the end of the school year.

All appointments will last for up to **10 minutes**. We will use the same system as before, please use the instructions that teachers will send out to you later today, via Dojo, to book your appointment. Once you have made your booking please keep a note of the appointment date and time for your records. To ensure the smooth running of the appointments we would really appreciate it if you can be ready for your meeting a few minutes early so we can do our best to keep appointments on time over the duration of the evenings.

If you are new to the school, please see some instructions below to access your appointments. If you have any difficulty at all please ring the school on 01904 806530 at any point during the evening as the phones will be manned. Please remember that appointments must be made using a google email account.

Before the appointment

- Follow the instructions sent to you on Class DoJo to book your appointment.
- You will then receive a confirmation email with a calendar invite. Accept this invite by clicking on "yes". If using a phone for your parent evening meeting you may want to download the Google Meet free App as this seems to be the best way to access them.

On the day

- Please go into your calendar invite a few minutes prior to your appointment time. (If you have more than one google account please make sure you are logged into the same account that you used to book the appointment)
- Click into the blue tab "Join with Google Meet"
- Click on "join now"
- Your child's teacher will know that you are waiting for your appointment and will let you in as soon as they have finished their previous appointment.

- If you have more than one child in school please make sure you have ended your first appointment before trying to go to your next one.

If you have any difficulty booking an appointment please contact the school office by email, admin@cwr.pmat.academy.

Thank you for your continued support

Mrs Gill Johnson
Head of Business & Operations