



Naunton Park Primary School

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Deputy Headteacher: Miss L Hudson BSc (Hons), PGCE

23rd February 2021

Spring 2021 Parent/teacher Consultations

Dear parent,

We are pleased to confirm that our parent/teacher consultations for the Spring Term will be taking place this term. Again, due to current government guidelines, we are unable to welcome visitors into the school, and therefore each consultation will take place via video link with your child's class teacher(s).

The online video parent/teacher consultations are scheduled to take place as follows:

- Thursday 25th March 3:40 – 6:30pm
- Tuesday 30th March 3:30 – 6:00pm
- Wednesday 31st March 3:30 – 5:00pm

The consultation with your child's class teacher will be for 10 minutes. When booking, you will see blocks of time marked as unavailable; Mrs Turner's meetings will be going ahead at these times but teachers' meetings won't be.

Mrs Turner, SENDCo, will also be conducting parent consultations for children who have a My Plan. Please note that parents of children with an EHCP or those who have recently had an online meeting with Mrs Turner will not be offered an appointment at this time. Meetings with Mrs Turner will last 20 minutes and her meeting schedule is as follows:

- Monday 29th March 9:20am – 10:40am and 12:40pm – 4:20pm
- Tuesday 30th March 10:20am – 11:40am and 1:20pm – 6:00pm
- Wednesday 31st March 10:20am – 11:40am and 3:20pm – 5:00pm

If you book an appointment with Mrs Turner, we ask that you book the appointment to take place before your appointment with the class teacher. This will allow the meeting with your child's class teacher to focus on their work set and assessed by the class teacher and how they've managed (in school or remotely) since the start of Term 3 particularly, rather than on their My Plan. You may not feel that you need to book a separate appointment with your child's class teacher having spoken with Mrs Turner.

Booking your consultation

Attached to this letter is a set of instructions for booking your appointment. In short, please go to nauntonpark.schoolcloud.co.uk to access the online system. Click on "Parent Login" if the page hasn't taken you to this already. When on the parent login page, simply complete the form and ensure that you use your child's full name as would be recorded on your child's registration form when they started at our school.

Bookings will open at 7pm on Monday 1st March and will close at 9am on Thursday 18th March. When you have made your booking, you will receive a confirmation email.

We are pleased to say that School Cloud have adapted the system so that **up to two parents/carers can join a meeting from separate locations/devices**. The online system will only let one parent book a child's consultation slot (as before), but the parent who is booking the slot(s) can then click the "Invite parent/guardian" button (after booking the appointments) and enter the email address of the person to send the invite to. An additional email will then be sent to the invited parent/carers with a link to join the consultation when the time comes. If using this facility, please ensure both parents/carers (when joining from different devices) use their own link – if you use the same link, the system will only let one person into the meeting. Inviting another parent/carers is explained more [here](#).



It would be preferable for parents to join a meeting together (including from separate devices), however if this is not possible, please phone or email the school office so that a second appointment can be made. Please note that we do only have a limited availability for additional slots, so we will ensure that all children have one consultation slot before any additional appointments are booked. **We will only manually book a second appointment for a parent after 9am on Thursday 18th March.** Please note that an alternative time for a virtual meeting/phone conversation may need to be arranged if no other appointment times are available on our three parent consultation evenings.

Attending your online video consultation

Attached to this letter is a set of instructions that includes information about accessing the online consultation when the time comes. You can also view instructions [here](#). You do not need to download an APP. Simply go to nauntonpark.schoolcloud.co.uk to log in or follow the link in your confirmation email. When logged in, you will see any upcoming video appointments that you have scheduled. You can click on "Join Video Appointments" up to 60-minutes before your scheduled appointment time, although the meeting will not start until the scheduled time. When the appointment comes, you'll need to "Start meeting" in order to finally join.

We ask that you activate your microphone and camera by clicking on the icons below the video screen.

Your appointment will begin and end automatically, which neither you nor the teacher can control. To help with the timing of the consultation, you can view how long is left throughout the meeting thanks to the live timer. Having the timer visible will ensure that the end of the meeting is not a surprise to either you or the teacher.

The system will not allow for anyone who is running late for a scheduled consultation. The system will begin counting down from the consultation's scheduled start time and the consultation will still end automatically after 10 minutes (or 20 minutes for Mrs Turner) from this time. If you are running late, please email lhudson@nauntonpark.gloucs.sch.uk, who will be monitoring emails at the time of the consultations and will pass the message onto your child's class teacher. Being able to book an alternative consultation day/time will depend on the availability of your child's class teacher based on all other consultations that have been booked.

Safeguarding and confidentiality for all

Teachers will host the consultations from their classrooms, as would usually be the case. Teachers will be alone in their classrooms (or in pairs if your child has two teachers) and therefore information will not be overheard by anyone else.

Parents must ensure that they are able to join the meeting from a quiet, private space and that all other people nearby (probably family members in the house for example) are aware that a video meeting is taking place. Anyone attending the video meeting should be fully clothed and there should be no risk of others walking into view of the camera unless they too are fully clothed and using appropriate language if speaking. **Consultations must not be recorded and screen shots must not be taken.**

If you have any questions regarding the online system, including booking an appointment or accessing the video consultation for your allotted time, please email admin@nauntonpark.gloucs.sch.uk

We know that these consultations will not provide you with the same insight as face-to-face meetings would, when you would also typically see your child's work as well. That said, in the current climate, we hope that you understand the need for these video consultations to keep everyone safe and to effectively adhere to government and local authority guidance.

Yours sincerely,



Mrs N. Hill
Headteacher