



Priory Junior School

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Headteacher: Tracy Keefe B.Ed (Hons) NPQH

8th October 2020

Dear Parents/Carers

Parents Evenings –Appointment Booking System

Our Autumn Term Parents Evenings will be held over the coming weeks. All appointments will take place remotely at this time, with appointments for each class being spread over the week. There will be 6 appointments each day at 4pm, 4.15pm, 4.30pm, 4.45pm, 5pm and 5.15pm.

Appointment weeks are as follows:

Dates				
19 th – 23 rd October	JE3	EW3	HW3	KB4
2 nd – 6 th November	JB4	CS5	MC4	AI5
9 th – 13 th November	AG6	DF6	TR5	HR6

The appointments will be video appointments – and will be held online using our Parents Evening Booking System. Once you have booked an appointment, you will receive an email confirmation with a link to join the meeting via video. This can be held on a mobile phone.

A video guide to doing this will be placed on the website too. www.priory.cambs.sch.uk

Once at the meeting, you will see that the timed appointment will count down. Please be aware that at the end of the time, the video link will automatically end. This will help ensure all appointments keep to time. If you do have a concern that needs to be discussed at greater length, you may be asked to make another appointment at a time suitable for you and the teacher.

To book an appointment, you will need to do so using our Parents Evening Booking System at the following link:

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

Appointments will be open for booking from Monday, 12th October at 10am.



Please note that, at this time, the system only allows one video link per family. For parents who live apart, please make sure you agree together who or how you will manage this. The school is unable to change this and while we understand this may cause some challenges, we believe that a video appointment is the best solution to the current situation.

We very much hope this system will work well. Should you have any difficulties accessing the system, please call and we will be able to help. We would also be keen to hear how you found the experience following the evening.

If you require any assistance, please contact the school office.

Yours sincerely

Tracy Keefe
Head Teacher

