



Priory Junior School

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14th April 2021

Dear Parents/Carers

Parents Evenings –Appointment Booking System

Our Summer 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 10 appointments each day at 3.45pm, 4pm, 4.15pm, 4.30pm, 4.45pm, 5pm and 5.15pm, 5.30pm, 5.45pm, 6pm.

Appointment weeks are as follows:

Dates				
27 th , 28 th , 29 th April	EW3	JE3	HW3	KB4
4 th , 5 th , 6 th May	MC4	JB4	AI5	TR5
11 th 12 th , 13 th May	CS5	AG6	DF6	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 can be found on the website too – on the year group pages:

www.priory.cambs.sch.uk

Once at the meeting, you will see that the timed appointment (10 minutes) 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, 19th April at 10am.

Please note that, due to time restraints, the teachers can only hold one appointment per child/family. However, the system now allows two parents to join the same video link with the teacher. ***Please read carefully how to do this below.***

Parents must agree who will 'book' the appointment – Parent A (this is especially important for those parents who live apart).

Parent A should book the appointment, following the video guide on our website, and during this process they will be asked if they wish to invite a second person to join – Parent B.

At this point, Parent A should type in Parent B's email address. An email will then be received by both parents containing a link for the meeting.

***Please do not both try to book the appointment – as this will not work.
An additional video showing you how to do this will also be on the website too.***

It is vitally important that all parents should use the link in their email to join the meeting on the day and time stated and must not log directly into parents evening booking system to join the meeting.

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

