



Priory Junior School

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12th October 2021

Dear Parents/Carers

Parents Evenings –Appointment Booking System

Our Autumn Term Parents Evenings will be held on 2nd and 4th November and will take place remotely at this time. There will be 16 appointments each day between 3.45pm and 7pm.

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, 18th October 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 overleaf.***



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.

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.

If for any reason you are unable to access a video appointment, please let your child's class teacher know and they will be able to provide you a telephone appointment at an alternative time.

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

Yours sincerely

Tracy Keefe
Head Teacher

