



## Priory Junior School

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7<sup>th</sup> February 2024

Dear Parents/Carers

### **Parents Evenings –Appointment Booking System**

Our Autumn Term Parents Evenings will be held on 28<sup>th</sup> and 29<sup>th</sup> February and will be organised as follows.

#### **Face-to-face appointments – both days: 3.30 – 5.30pm**

These will take place in the hall. Teachers will be at tables around the edges of the hall, and there will be a waiting area in the centre for parents. Your child's books will be available to have a look at during this time – they will be in drawer units around the edge of the waiting area.

Appointments are for 10 minutes. If you need to talk about something in more detail, your child's class teacher will be happy to make an appointment with you at an alternative time.

#### **Online appointments – both days: from 5.50pm**

The appointments online 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](http://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.

#### **Booking an Appointment**

To book an appointment for either evening, 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 Wednesday, 14<sup>th</sup> February at 10am.**

Please note that, due to time restraints, the teachers can only hold one appointment per child/family.

**How does the online meeting booking work for two parents in different places?**

Two parents can join the online meeting using the same video link. ***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.***

**It is vitally important that all parents use the link in their email to join the meeting on the day and time stated and 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 you require any assistance, please contact the school office.

Yours sincerely

Tracy Keefe  
Head Teacher

