

MAYESPARK PRIMARY SCHOOL

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Head teacher: Ms E Davies



2nd March 2022

Parents' Evening for Spring Term – Video meetings

Dear Parent/Carer,

I am inviting you to attend Nursery Parents' Evening with your child's class teacher via a six-minute video meeting. SchoolCloud will enable parents to see the teacher face to face to discuss anything you think your child's teacher needs to know.

The consultation meetings will take place on
Tuesday 15th March between 3.30pm –7.00pm, and on
Wednesday 16th March between 3.30pm -6.30pm.

Booking your appointment

The online appointment booking system has been a huge success in the past and allows you to choose your own appointment times. You will receive an automated email confirming your appointment. **Appointments are made on a first-come, first-served basis and can be made online from your computer, laptop, iPad/tablet or phone from 6pm on Thursday 3rd March.**

Please visit <https://mayespark.parentseveningsystem.co.uk> to book your appointment. If you have more than one child in school, please leave at least five minutes in between the appointments. If you are unable to access the booking system or attend an appointment, please contact the school office who will be happy to assist you.

On the day of your appointment

Schoolcloud will available 60 minutes before your first appointment. In order to access the video appointment, you will need to click the link at the bottom of the email you receive. This will take you through to Schoolcloud. For further guidance on how to access the video appointment please see the attached document. At the time of your appointment, if you have any difficulty accessing your video link, please call the school office who will be available to help.

Video appointments

The appointments will last 6 minutes. Please be aware that SchoolCloud will automatically end the meeting after 6 minutes therefore it is imperative that parents are ready to log in on time. If you do not have access to the internet please let the school office know via a telephone call rather than coming into the school building.

Yours faithfully

Ms E Davies
Headteacher

