

## Parent's Evening Appointments-Online Booking Reception

Dear Parents/Carers,

This is to inform you that we are holding our Parent's Evening during the week of Monday 3<sup>rd</sup> May. At this stage of the school year it is very important for teachers and parents to share views about progress that the children are making, and to discuss any concerns you may have. We hope to meet all parents on this occasion. **Due to Monday 3<sup>rd</sup> May being a Bank Holiday, no appointments will be available on this day.**

This year, due to the ongoing Covid restrictions, we have decided to use Google Meet as a way of being able to hold a face-to-face meeting between class teachers and parents. We will send out full joining instructions closer to the time, but in order to keep our systems secure we will be contacting you via your child's Google Classroom account. All appointments will be **no more than 10 minutes in length** so we would request that you are able to join the meetings promptly.

We are continuing to use an online booking system. To access the booking system please use one of the following options:

-Follow the link on the Cranford Park Academy app.

-Follow the link on the school website.

-Type in the following link: <https://forms.gle/cMWYp3myYVbFo7NA6>

or

-Scan this QR code:



## SCAN ME

During the booking process we will ask you to confirm key contact details for our records. This will replace the paper based data sheet which is handed out during face to face meetings. Any changes to names/numbers will be updated as soon as possible.

You will need to type in your child's name and choose their class before you are able to select a time slot to meet their class teacher. Email confirmations of bookings will be sent to the email address that you provide.

**Please ensure that you only book one appointment per child. Booking responses will be sent to the email address you provide.**

Mr Matthews