



Broughton Primary School  
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Head Teacher: Ms Maria Gowans

Monday 1 March 2021

Dear Parents and Carers,

**P1 – P3 Parent Consultation Appointments: Week Commencing 15 March**

We are offering two different ways for you to speak with your child's class teacher about your child's progress.

**1. Video appointments** - As previously we are offering a consultation via video link using 'Parents Booking', the system we use for booking appointment times. Parents will login to Parents Booking and book an appointment time on **Wednesday 17<sup>th</sup> or Friday 19<sup>th</sup>**. You will then login again on the day of the meeting and there will be a 'join video meetings' button which you will then use just prior to your appointment time. Appointments are 10 minutes and cut off at the end to avoid over running. The link below is a detailed set of instructions on using the system for a video call.

<https://parents-booking.com/downloads/Video%20Call%20Information%20for%20Parents.pdf>

**2. Phone appointments** - It might be that you would prefer a telephone consultation instead. This will still be a 10 minute call but could take place at an agreed time over a two week period beginning Monday 15 March.

Please indicate your preference on the slip below and return it to your child's class teacher **by Friday 5 March**.

Maria Gowans, Head Teacher

**Parent Consultations for P1 – P3: Week beginning 15 March 2021**

I /we would like a video call

☐

I/we would like a phone call

☐

Child's name \_\_\_\_\_

Class \_\_\_\_\_ Signed \_\_\_\_\_

