



## St Patrick's Catholic Primary School

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: [www.stpatricksbirstall.co.uk](http://www.stpatricksbirstall.co.uk)

Headteacher: Mrs C Moulding

Deputy Headteacher: Miss J Smith

Email: [office.stpatricksbirstall@kirkleeseducation.uk](mailto:office.stpatricksbirstall@kirkleeseducation.uk)

### Virtual Parents' Consultation Meetings

Tuesday 20<sup>th</sup> April

Dear Parent/Carer,

After a successful transition back into school following lockdown, we would like to arrange parent consultation meetings in a couple of weeks once the pupils have settled back into school life again. You will have the opportunity to speak to your child's class teacher to discuss how your child has settled back into school, the assessments that have taken place to see where they are in their learning journey, any concerns you may have and anything you are proud of them for. Allowing time for the pupils to transition back into school and complete the assessments prior to Easter will mean discussions can take place around the recovery plans and ways to support your child moving forward this year. These meetings, due to the continued COVID-19 pandemic, will have to take place virtually as they did in November for continued safety.

The meetings will once again take place on Microsoft TEAMS. This platform will allow parents to use the internet to join the meeting with your class teacher, where you can opt to use the video or simply use the microphone function. If in very rare circumstances you are really struggling to use the TEAMS video call, which following school closure we are all much more confident with, then we will make every effort to arrange a telephone meeting with you but this may not be on the same day, due to the limited phone lines we have in school.

If your child is on the SEND register, you will already have had a review meeting with your child's class teacher, either before or just after Easter. You do not need to arrange a parents' consultation as all SEND reviews are the opportunity for the discussions in the same way as the consultations, although longer.

### Before the parents' meeting

The consultations will take place on the following days:

Tuesday 4<sup>th</sup> May – 4pm – 8pm (**KS1 and Nursery**)

Wednesday 5<sup>th</sup> May – 4pm – 8pm (**KS1 and KS2**)

Thursday 6<sup>th</sup> May – 4pm – 8pm (**KS2 and Reception**)

### Timeslot Choices:

4 – 5pm, 5 – 6pm, 6 – 7pm, 7 – 8pm

You must send a class dojo to your child's class teacher (Y1 to 6) and for Reception/Nursery pupils, please email [nbeyfs@stpatricksbirstall.co.uk](mailto:nbeyfs@stpatricksbirstall.co.uk), outlining which day and hour timeslots are your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice- **please inform your class teacher by Tuesday 27<sup>th</sup> April at the latest.**





## St Patrick's Catholic Primary School

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: [www.stpatricksbirstall.co.uk](http://www.stpatricksbirstall.co.uk)

Headteacher: Mrs C Moulding

Deputy Headteacher: Miss J Smith

Email: [office.stpatricksbirstall@kirkleeseducation.uk](mailto:office.stpatricksbirstall@kirkleeseducation.uk)

For example: 1<sup>st</sup> choice: 4.00-5.00pm on Tuesday 4<sup>th</sup> May, 2<sup>nd</sup> choice 6.00 - 7.00pm on Thursday 6<sup>th</sup> May. (Each Key Stage have two days of options only)

Class teachers will do their best to accommodate your request, and will inform you of your allocated time via class dojo.

### On the day of the parents' meeting.

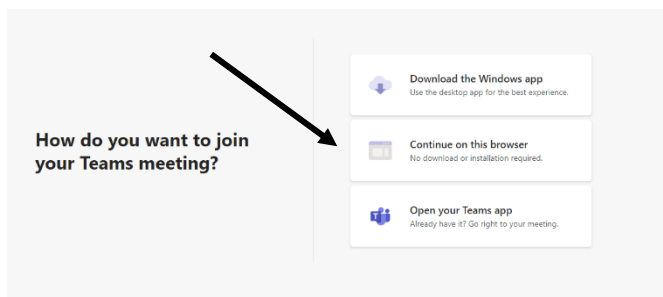
The meetings will last for 10 minutes, and you will be sent your allocated time slot once this is arranged, by your class teacher via class dojo. You will be sent the link to the TEAMS meeting via your email address. Please ensure that if you have a new email address, you have informed the school office so that we have the correct one for you.

On the email there will be a link which will say – “Click here to join the meeting”

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)



Once you click the link it will ask how you want to join the meeting, you need to click “Continue on this browser”

You will then click join the meeting and wait to be let in. As soon as the class teacher has finished the previous meeting, they will admit you to the meeting. Once your 10 minute slot is over you will be asked to hang up from the meeting. Should there be anything further that you wish to discuss after this time then please use class dojo to communicate this with the class teacher and they can arrange this for you.

Please ensure you check your email link and understand how to access the meeting well before so that support can be offered and it does not impact on other meetings.

Thank you for your continued

Yours Sincerely

Mrs Clare Moulding

