

7th October 2020

Dear Parents

This term's Parents' Consultations are on Wednesday 21st and Thursday 22nd October between 4.00 – 7.00pm. Due to COVID-19 these interviews will be held virtually either through a video link using Whereby.com or by a telephone conversation.

You can now book appointments online.

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code **cs9un**
2. Enter your details - name, email address, child/children's names etc.
3. Indicate if you wish a Whereby Video Interview or telephone call
4. Enter your telephone number if you have opted for a phone call
5. Choose the relevant teacher for your child/children
6. Choose date/times
7. When you click **finish**, your appointment timetable will be emailed to you automatically – please **check your junk mail folder** if you do not receive your email immediately. The link needed for the Whereby Video Interview will also be included in the email confirmation unless you have booked for RP, 1L or 4K. As these classes have more than one teacher, the link will be sent to you separately before the date for you to use.

BOOKINGS CLOSE 19th October at 4PM.

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the SAME COMPUTER you made the original booking on and using the event code. Remember to use the same computer, name and email address, you used when you made your original booking. If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school office on: 01789 762578.

On the day of your appointment either wait for your phone call or click the video interview link, Whereby will ask you to enter your name and "knock" on the room door. This alerts the teacher, who can either let you into the room or put you on hold if they are still finishing up the previous interview.

Appointments are strictly 10 mins. If you require more time, please contact your teacher directly to make alternative arrangements.

If you wish to leave feedback about the online booking system, please click on the "contact us" button on the www.schoolinterviews.co.uk website and leave some feedback - anonymously if you wish, but please include the school's name and address.

If you need any further information please see either your child's class teacher or contact the office.

Yours sincerely



Karen O'Shea
Head of School

