



## HILLINGDON PRIMARY SCHOOL

*Learning and Achieving Together*

**Principal:** Mrs Ann Bowen-Breslin (MA)  
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2nd July 2021

Dear Parents and Carers,

### **Nursery - Parent Consultation Meeting** **Tuesday 13th July to Thursday 15th July 2021**

We would like to invite you to meet with your child's class teacher to discuss their progress. Due to social distancing restrictions currently in place, we will not be able to host our parent consultation meetings on the school premises: instead arrangements have been made for parents to discuss their child's progress with his / her teacher remotely as you have done previously.

Parent consultation meetings will take place for all children this term and you are invited to make a booking using the Parents Evening System. The appointments will last for 10 minutes.

All children will have their end of year report that comments on their characteristics of effective learning and general comments. They will also be given 'next steps' to continue their learning development. All observations on Tapestry will be sent to parents via an end of year report. Children will also come home with work that was added to their in-class learning journals. Please have these available to make reference to during the parent consultation meeting.

We ask that all parents/carers attend this parent consultation meeting. Our experience demonstrates that the active involvement of parents/carers where possible, makes a difference to a child's success at school. Wherever possible, we would like children to attend the meetings, so that they can share the work that they are most proud of. We do appreciate however that some parents may prefer to speak to the teacher alone. We request that siblings do not distract the parent's attention during the meeting to ensure the focus is on the child being discussed.

### **Procedure for Booking a Virtual Parent Consultation**

We use a quick and easy on-line booking system. This allows you to choose your own appointment times with your child's teacher. Due to the way the virtual meetings are set up on this system, it is only possible for one log-in from one household to be made.

Appointments can be made online from 2nd July 2021 at 4pm. The online booking system will **close** on Monday 12th July at 12 noon.



A member of the Elliot Foundation Academy Trust

Please visit the following link: <https://hillingdonprimaryschool.parentseveningsystem.co.uk/> to book your appointment (*a short guide on how to book appointments is attached to this email*). If you do have difficulty booking the appointment online or do not have access for video calls, please contact or email the school on [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk) and we will be able to assist you swiftly.

A guide to attending video appointments is available [here](#) with a useful instructional video. The video calls can be accessed very simply via logging into the parents evening system or following the appointment link that is in your appointment confirmation email. We advise that you check that your software is compatible and have tested the system before your appointment time. Note that video calls start and end automatically at the designated appointment times therefore you must be on time for your appointment time as the calls cannot run beyond the allocated time.

***Please note that no appointment can be booked outside the scheduled appointment times unless there are exceptional circumstances and this is authorised by the Principal. If you do have exceptional circumstances, please email the school at [hillprimary@hillingdonprimaryschool.org.uk](mailto:hillprimary@hillingdonprimaryschool.org.uk).***

Yours faithfully

A handwritten signature in cursive script that reads "Ann Bowen-Breslin".

Ann Bowen-Breslin  
Principal