



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

Principal: Mrs Ann Bowen-Breslin (MA)
Head of School: Ms Sabrina Kelly B.Ed (Hons)

Uxbridge Road,
Hillingdon,
Middlesex,
UB10 0PH

Email: hillprimary@hillingdonprimaryschool.org.uk
Website: www.hillingdon.hillingdon.sch.co.uk

Tel: 01895 590087

Friday 8th June 2022

Dear Parents and Carers,

Nursery to Year 6 - Parent Consultation Meeting Tuesday 12th July (Virtually) and Thursday 14th July (In school/In person)

Yesterday, we had to close the booking system due to a few technical problems which we believe are now resolved. It is now open again. Parents/carers who made a booking before the system was closed should be reassured that their booking was saved or a member of the office team spoke to them and has arranged a new appointment.

We are trialling a blended approach with online bookings and in person bookings as we understand that this is the preference of many parents/carers. This was based on a Google questionnaire sent out to all parents/carers in which approx. 50% said they preferred online or they did not mind either and 50% said in person or they didn't mind either. We have therefore based the appointment times on this questionnaire. However, at present the bookings are showing that in person bookings are more popular. If you do prefer online bookings or you don't mind please do look at the Tuesday bookings first so that we are able to bed in a new system that meets the needs of all parents/carers. We appreciate your patience as we adapt to a new system.

The children will bring their exercise books home at the end of the school year so that parents/carers will be able to see them and discuss them with their child and celebrate their work.

Below you will find information about how to book appointments. Please read this information before making contact with the school. We are here to support especially if it is a technical problem at our end but would appreciate parents/carers supporting us by having a go first.

Following this blended approach we will review how it was in reality and establish a system going forward. We are very much looking forward to going back to pre-COVID times and being able to plan dates for the school year, a term in advance. These dates will include our new approach to online and in person meetings.



A Member of the Elliot Foundation Academy Trust

Reminder

Meetings will take place on Tuesday 12th July 2022 and Thursday 14th July 2022.

- **On Tuesday 12th July**, they will take place using the Virtual Parents Evening Online System. These meetings are virtual meetings.
- **On Thursday 14th July**, meetings will take place in school. Parents/carers should enter via the main reception and staff will be there to direct them to the meeting.
- Additional appointments are available for Nursery parents on **Wednesday 13th July**. These appointments are virtual meetings.
- There is a slight variation to some of the class appointments. The variations will be evident on the booking system.
- All appointments should be booked via our online booking system.
- Parents/carers need to choose **one meeting** only, depending on their preference for an online or a face to face meeting.
- An end of year report will be sent to parents no later than Tuesday 12th July 2022 so that parents can reference this report during the meeting.
- We would like children to attend the meetings, so that they can discuss their work with their family and teacher. However, we do appreciate that some parents may prefer to speak to the teacher alone and therefore their child will not be present.
- We request that siblings do not distract their parent's attention during the meeting to ensure the focus is on the child being discussed.
- If your child has an EHCP and has had an Annual Review this academic year, or is scheduled a meeting for this term, then you will be contacted by Mr Hancox (Assistant Head for Inclusion) to discuss communication at the end of the school year. You should not book a meeting via the online booking system.

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 system set up, it is only possible for one log-in from one household to be made.

Appointments can be made online from Tuesday 5th July 2022 at 6pm. The online booking system will **close** on Monday 11th July 2022 at 12 noon.

Please visit the following link: <https://hillingdonprimaryschool.parenteveningsystem.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 and we will assist you.

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 agreed by the Principal. If you do have exceptional circumstances, please email the school at hillprimary@hillingdonprimarieschool.org.uk.

Yours faithfully

A handwritten signature in black ink that reads "Ann Bowen-Breslin". The signature is written in a cursive style with a clear, legible font.

Ann Bowen-Breslin
Principal