



HILLINGDON PRIMARY SCHOOL

Learning and Achieving Together

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Friday 11th November 2022

Dear Parents and Carers,

Nursery to Year 6 Online Parent Consultation Meetings

Please check the times on the Virtual Parents Evening System - Times have changed from previous years to take account of the flexibility that online meetings provide.

We would like to invite you to meet with your child's class teacher to discuss how they have settled into the new school year and their progress so far.

Parents are invited to two parent consultation meetings during the school year. This year, we have decided to move all meetings to a virtual meeting, unless there are exceptional reasons why this is not possible. We have made this decision as a result of positive feedback from parents and staff about the online system. It is a more efficient way of working as it keeps to time and parents/carers do not have to queue for long periods of time, especially if they have a number of teachers to meet. Moving to a virtual meeting means that we need to provide an opportunity for parents to look at their child's books and experience the school environment. Arrangements for this can be found below.

Before the parent consultation meeting, we will provide a short report that parents can discuss with the class teacher. In the autumn term the report's focus is on behaviour for learning and attendance. In the spring term the focus is on assessments in the core subjects and attendance. There is a detailed report at the end of the summer term that provides information on assessments in all subjects, behaviour for learning and attendance.

If there are exceptional reasons as to why you are not able to take part in an online meeting please speak to a member of staff at the school reception and they will support you with further information about how we can support OR email the school at hillprimary@hillingdonprimaryschool.org.uk and explain your circumstances.

We know most parents have the technology to log on but if technology is a problem please do let us know. We are keen to ensure that all parents have the opportunity to speak with a teacher about their child. For parents who do have the technology and have no exceptional reasons, then we would appreciate your support as we move forward with this way of working and capture the benefits of the efficiencies that technology can provide.

A reminder that during dismissal time teachers are available to have a quick chat after school. If parents have particular concerns then they are always welcome to book a meeting with the relevant staff member at any time during the school year. Parents do not need to wait for the parent consultation meeting if you have real concerns. We are here to help and support parents and ensure your child enjoys their time at school and their learning.



A member of the Elliot Foundation Academy Trust

Looking at your child's work with them - please make reference to the table below for dates when you can view your child's work.

- We look forward to welcoming parents/carers between 8.15 am and 8.45 am to view their child's work. A senior leader will be available from 8.15 am. Class teachers will be available from 8.30 am. However, there will be no formal meetings with teachers and parents. The more detailed conversation should take place at the online parent consultation meeting.
- Children should attend with their parents/carers. They should talk to their parent/carer about their work and explain what they have been learning about during the first part of the autumn term.
- Pupils and parents should leave the hall at or before 8.45 am so that their child can enter the school building as usual.
- If a child's parent is not able to attend then pupils should go to their class as normal.

Year Group	Date	Location
Nursery	Parents and carers have had letters to invite them to 'Stay and Play' sessions in both Nursery and Reception, and will have an opportunity to come into the classrooms to see their child's learning. Parents and carers will also have seen what and how their child has been learning on 'Tapestry'.	
Reception		
Year 1	Monday 28th November	Large Hall
Year 2	Friday 25th November	Large Hall
Year 3	Thursday 24th November	Large Hall
Year 4	Wednesday 23rd November	Large Hall
Year 5	Tuesday 22nd November	Large Hall
Year 6	Monday 21st November	Large Hall

Booking an appointment online

Parent consultation meetings will take place using the Virtual Parents Evening System. The appointments will last for 10 minutes.

We ask that all parents/carers attend this parent consultation meeting. Experience tells us that the active involvement of parents/carers makes a difference to a child's success at school.

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. However, if in an exceptional circumstance, you would like to add another parent/carer to the same meeting, please email the school office on hillprimary@hillingdonprimaryschool.org.uk

Appointments can be made online from Monday 14th November 2022 at 12pm. The online booking system will close on Friday 25th November 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 be able to 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 appointments can not 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 and explain your circumstances.

We look forward to sharing your child's work with you.

Yours faithfully

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

Ann Bowen-Breslin
Principal