



The Eliot Bank and Gordonbrock Schools Federation



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Head of School: Mrs Jane Wright

14th October 2020

Dear Parent/Carer,

Parents' Evening Wednesday 21st and Thursday 22nd October 2020

As in previous terms, we are committed to ensuring that you have the opportunity to speak with your child's class teacher about their progress. We know that this is more important than ever now, as you are unable to come on to the school site. To promote the safety of everyone in our community, we have decided to carry out telephone appointments this term.

Parents' Evening will be held over two evenings on Wednesday 21st October and Thursday 22nd October 2020, between 3.45pm – 6.15pm. You will still be asked to book a time for your telephone appointment, by booking via the usual Parents' Evening system. The last telephone appointment slot will be at 6.05pm.

Using the contact mobile number and email address of Parent/Carer 1, on our Management Information System, we will send a text and an email containing a web link which you can use to book a time slot.

For families with **more than one child at Gordonbrock**, you will receive your booking text/email by midday on **Thursday 15th October**. This will give you an opportunity to book your children's appointments at similar times. **Please leave at least a 10-20 minute window between two appointments to accommodate any slight delays.** To guarantee appointments close together, you must book before midday of Friday 16th October.

For families with just **one child at Gordonbrock**, you will receive your booking text/email after midday on **Friday 16th October**. There will still be plenty of slots available to you. However, **please book sooner rather than later to avoid disappointment, particularly if you need an early slot.**

We must stress that the ten minute appointment must be strictly adhered to if we are going to be able to call parents on time. The class teacher will try to call you twice. If, after two attempts, you are not contactable, it may not be possible to have your telephone appointment that evening.

Please note that class teachers will need to ensure that they finish your call promptly, at the end of your booked time slot, so that they can proceed to the next appointment and other parents are not left waiting for their call.



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SCHOOL MEMBER

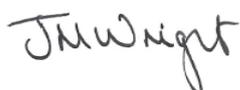


We do appreciate that some of our working parents may not be able to take appointments before 6.00pm. If you are absolutely unable to attend a telephone appointment on either Wednesday 21st or Thursday 22nd of October for this reason, please email the school office at info@gordonbrock.lewisham.sch.uk and we will try to make an alternative appointment for you.

Please find below the instructions on how to log in to book an appointment.

Thank you in advance for your support and cooperation – the class teachers are very much looking forward to talking to you all!

Yours sincerely,



Jane Wright,
Head of School.

Parent/Carer Instructions for Parents' Evening Booking System

We will text and email Parent/Carer1 with a link to book an appointment with your child's class teacher.

- For families with more than one child at Gordonbrock, you will receive your text and email after midday on Thursday 15th October 2020.
- For families with just one child at Gordonbrock, you will receive your text and email after midday on Friday 16th October 2020.
- The booking in system will close on Tuesday 20th October 2020 at midday.

The booking process is straightforward, but we have drawn up a few instructions to assist you if required:

1. Click the link that you receive through text message and/or email to take you to the confirmation page. You will need internet access to use this.
2. You will see a page requesting your child's first name, so please enter it to continue. If you have more than one child, any of their first names will be acceptable.
3. Once you have entered your child's first name you will be taken to the booking page. This page will show you all of your children alongside all of the teachers that you can book in with.
4. Next, please click 'Please Choose' to be shown a list of available times that you can click to book.
5. Please click 'Book this Slot' to finalise your booking. When the button has turned green you know your booking has been made.
6. At any time in the future you can click the link on your phone or email again to check your booking time or even unbook by clicking the green button and the booked time again.

Please book sooner rather than later to avoid disappointment, particularly if you need an early slot. Also, please remember to leave at least 10-20 minutes between appointments to accommodate calling time if you have more than one child.