



Loxdale Primary School

Dudley Street, Bilston, West Midlands, WV14 0AU

Phone: (01902) 558570

Email: loxdaleprimaryschool@wolverhampton.gov.uk

Headteacher: Mrs P Scott

Tuesday 4th October 2022

Dear Parents/Guardians,

IN-PERSON PARENTS EVENING THURSDAY 20TH OCTOBER - 3:45PM - 7:15PM

&

VIRTUAL PARENTS EVENING THURSDAY 20TH OCTOBER 7:15PM - 8:30PM

This year we are going to trial a hybrid parents evening, for parents that prefer face to face meetings we will be offering appointments from 3:45pm - 7:15pm and for parents that require later appointments or prefer to have the meeting online from their own home, we will be offering virtual appointments via teams from 7:15pm - 8:30pm.

PLEASE NOTE - THERE WILL BE NO CHILDREN ALLOWED INTO THE FACE-TO-FACE MEETINGS. THEREFORE, IF YOU WISH TO BOOK A FACE-TO-FACE MEETING, PLEASE MAKE ALTERNATIVE ARRANGEMENTS FOR YOUR CHILDREN TO BE LOOKED AFTER. IF YOU CANNOT FIND ALTERNATIVE CHILDCARE ARRANGEMENTS FOR CHILDREN, PLEASE BOOK A VIRTUAL PARENTS MEETING OR BOOK A PLACE WITH MOORE'S ON-SITE CHILDCARE SERVICE 07986 734550.

Booking Parents' Evening Appointment

On **Friday 7th October 2022** we will send two links to your mobile number which will take you to our online booking system, one will be for our face-to-face meetings and one will be for our virtual meetings to select a time convenient for you. Please follow these simple steps to book your slot:

- Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
- Enter your child's first name to continue. If you have more than one child, any of their first names will work.
- Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
- Click 'Please Choose' to be shown a list of available times that you can click to book.
- **PLEASE MAKE SURE YOU ONLY MAKE A BOOKING ON ONE LINK, EITHER THE VIRTUAL OR FACE TO FACE.**





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- Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
- At any time before the Parents' Evening, you can click the link on your phone or email again to check your booking.

We advise parents/carers to book your parents evening slot as soon as possible to ensure you get the best time to suit you, we will close the booking system on **Monday 17th October 2023**, parents that have opted for a virtual parents evening will then receive a link between 17th and 19th October 2023.

Setting up Microsoft Teams Meeting

- Once you have booked your Parent's Evening appointment, you will be sent a link to your child's school email address. You must accept this invitation and join the meeting when called.
- You can access your child's email by visiting www.cloudw.co.uk and clicking 'email login' at the top of the page. Then enter your child's login details (which can be found at the back of their homework book). Once you have logged in you should find your Microsoft Teams Parents' Evening Invitation in your child's inbox.
- Please ensure you try to login to your child's account (following the above instructions) prior to Parents' Evening to ensure a smooth running of the evening.
- Your child's teacher will call you via Teams at the allotted time. Please make sure you are ready on Teams and "join" the meeting when called. The meeting will automatically end after the 7-minute slot.

We look forward to seeing you at your child's Parents Evening, be it in person or virtually.

PLEASE NOTE: THERE WILL BE NO AFTER SCHOOL CLUBS ON THE EVENING OF PARENTS EVENING - 20th OCTOBER 2022- TEATIME CLUB WILL CONTINUE AS NORMAL.

Kind Regards

P Scott

Mrs Scott

Headteacher

