



St Patrick's Catholic Primary School

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk

Headteacher: Mrs C Moulding

Deputy Headteacher: Miss J Smith

Email: office.stpatricksbirstall@kirkleeseducation.uk

11th November 2020

Dear Parent/Guardian,

Virtual Parents' Meetings

After such a successful start to this academic year, we are wanting to arrange parents meetings, where you have the opportunity to speak to your child's class teacher to discuss how your child has settled into the new school year, and the progress they are making in school. These meetings, due to the current COVID-19 pandemic, will have to take place virtually to ensure we are being as safe as possible for both school staff and yourselves.

The meetings will take place on Microsoft TEAMS. This platform will allow parents to use the internet to join the meeting with your class teacher, where you can opt to use the video or simply use the microphone function. If in rare circumstances, you are really struggling to use the TEAMS video call, then we will make every effort to arrange a telephone meeting with you but this may not be on the same day, due to the limited phone lines we have in school.

If your child is on the SEND register, you have already had a target setting meeting last half term with your child's class teacher. You do not need to arrange a parents' meeting at this time, as all SEND reviews will be happening in December, so you will have the opportunity to speak to your class teacher about your child's progress then.

Before the parents' meeting

EYFS and KS1 meetings will take place on the following days:

Monday 30th November 4.15pm – 6.30pm

Tuesday 1st December 4.15pm – 6.30pm

Wednesday 2nd December 4.15pm – 6.30pm

KS2 meetings will take place on the following days:

Monday 7th December 4.00pm – 7.00pm

Wednesday 9th December 4.00pm – 7.00pm

Thursday 10th December 4.00pm – 7.00pm

You must send a class dojo to your child's class teacher, outlining which day and hour timeslots are your 1st, 2nd and 3rd choice.

For example: 1st choice: 4.15-5.15pm on Monday 30th November, 2nd choice 5.00-6.00pm on on Tuesday 1st December.





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Class teachers will do their best to accommodate your request, and will inform you of your allocated time via class dojo.

On the day of the parents' meeting.

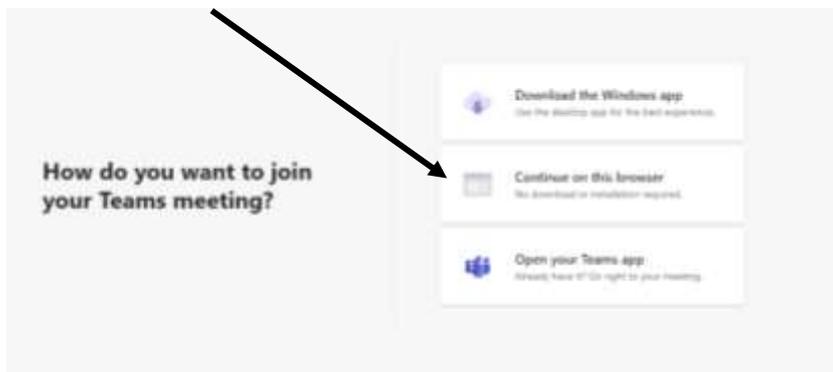
The meetings will last for 10 minutes, and you will be sent your allocated time slot once this is arranged, by your class teacher via class dojo. You will be sent the link to the TEAMS meeting via your email address. Please ensure that if you have a new email address, you have informed the school office so that we have the correct one for you.

On the email there will be a link which will say – “Click here to join the meeting”

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)



Once you click the link it will ask how you want to join the meeting, you need to click “Continue on this browser”

You will then click join the meeting and wait to be let in. As soon as the class teacher has finished the previous meeting, they will admit you to the meeting. Once your 10 minute slot is over you will be asked to hang up from the meeting. Should there be anything further that you wish to discuss after this time then please use class dojo to communicate this with the class teacher and they can arrange this for you.

Thank you for your support at this time.

Yours Sincerely

J. Smith

Miss Smith

Deputy Headteacher

