

## Spring Term 2020 Parents Evening

As we are aware you will all appreciate this year we are going to have to run our Parents Evenings differently due to the CV-19 Pandemic.

We will not be able to offer any face to face meetings until further notice.

Instead we will be offering for all parents and carers to have a 25 minute appointment with their child's tutor teacher. This can be through either a telephone call or through Microsoft Teams. This will be an opportunity to discuss together your child's progress and also to discuss general issues around your child's schooling.

The benefit of using Microsoft Teams is that you will be able to see each other, be able to see examples of your child's work, documents and photos. It also gives opportunity for greater collaboration with more people being able to be invited to the meeting, as appropriate. Please see below some information about Microsoft Teams, including how to log on.

We will be offering these appointments from **Monday 8<sup>th</sup> March to Friday 19<sup>th</sup> March** with 25 minute slots starting half hourly **between 4.00pm and 5.30pm**. Appointments are very dependent on the teacher's availability. Your child's teacher is unable to have these appointments during the school day as they will be teaching. Please contact your child's teacher directly through the Home School Book, email or telephone them to make an appointment.

We are also able to offer opportunities to have 15 minute appointments with other professionals at School. As our Transdisciplinary team have a case load that is across our two school sites and they are not restricted by teaching commitments these appointments may also be during the school day.

Appointments with the Transdisciplinary team are always very popular, so appointments are limited. We will endeavour to ensure that you have an appointment at least one professional.

### **Microsoft Teams Information**

You will receive an email invite to the meeting from your child's teacher. Once received, please see the following;

#### **Join a Teams meeting from the app**

1. From your **Calendar**, select **Join** on an in-progress meeting.
2. Choose the audio and video settings you want.
3. Select **Join now**.

#### **Join a Teams meeting on the web**

Don't have the Teams app? You can still join a Teams meeting.

1. In your email invite, select **Join Microsoft Teams Meeting**.
2. You have two choices:
  - a. **Download the Windows app:** Download the Teams app.
  - b. **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

Please return this information to [jon.brough@nas.org.uk](mailto:jon.brough@nas.org.uk) as soon as possible to ensure an appointment with an additional professional

If you would like an additional appointment with another professional, please indicate which topic, **with a maximum of three**, that you would most like to discuss at this time. We will then endeavour to match you with the most appropriate professional.

I would like to discuss with a professional at school my child's:	✓ 1 <sup>st</sup> choice (Tick one box only)	✓ 2 <sup>nd</sup> choice (Tick one box only)	✓ 3 <sup>rd</sup> choice (Tick one box only)
Behaviour			
Social Skills			
Puberty			
Communication Skills			
Independence skills			
Writing skills			
Sensory needs			
Toileting			
Sleeping			
Transitions			
Benefits and grants			
Rights			
Transport			
Safety			
Other (please summarise)			

If you could also ✓ to indicate your availability for a 15 minute slot:

**Week 1**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
morning					
afternoon					
After 4pm					

## **Week 2**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
morning					
afternoon					
After 4pm					

Please could you indicate your preference with ✓ in any boxes for how your appointments take place:

Microsoft Teams	
Phone Call	

We appreciate any feedback that you have about our new ways of working. Please do email us on [jon.brough@nas.org.uk](mailto:jon.brough@nas.org.uk) if you have any comments or suggestions. Thank you.