



Buckden Church of England Primary Academy

Registered in England
Company No: 07708603

3rd February 2022

Parents Consultation Meeting

Dear Parents/Carers

Parent Consultation meetings will again take place virtually over Microsoft Teams on Tuesday 22nd and Wednesday 23rd February.

To book an appointment to talk to your child's teacher please go to the school website
www.buckdenschool.co.uk/parentsevening

The appointment slots are listed under the Information A-Z tab - Parent Evening Booking Forms. Please highlight your child's class, click on the time you would like, and complete the information requested. If a slot is 'greyed out' that time has been booked. You will be asked to enter a password to confirm the booking. The password you should enter is **February2022** (no spaces).

Once your appointment is booked you should receive a confirmation e-mail, (please check your Spam/Junk folder). The class teacher will then send out a Teams invitation for the day and time that you have booked.

The meeting will operate the same way we normally do parents evenings.

The teacher will be using the email address that you make the website booking with to send the invite to. For those parents who usually have separate appointments, can we please request that both parties attend the same virtual meeting.

Please find attached the protocols for the virtual parent's consultation meeting. By joining the meeting, you are agreeing to the protocols and guidelines.