



# Coxheath Primary School

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*Headteacher*

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Dear Parents,

Due to the restriction in place as a result of the COVID pandemic, we will be holding parent consultations via zoom this year. This is as close to a face to face meeting that we can get and allow for both parents to attend the meeting. The teacher may also be able to share some of your child's work on the screen.

Parent consultations are taking place on Tuesday 20<sup>th</sup> October between 4.30 and 7.00pm, and Thursday 22<sup>nd</sup> October between 3.45-6.15pm. All appointments are 10 minutes long.

You will be able to book your appointment via your account on the Scopay website 'Parents Evening' section at <https://www.scopay.com/login.html>. The booking system will be available from 6pm on **Monday 5<sup>th</sup> October** and will close on **13<sup>th</sup> October 2020**, the system will confirm the time of your consultation. You will then receive an email from the school office with a link to attend a Zoom meeting. This link will provide you with a password which you will need to join the meeting. Please can I ask that you join the meeting 5 minutes prior to your allocated time slot. You will wait in a virtual waiting room until your time, where the teacher will then accept you in to the meeting. It is important that you put your child's full name into the system so that the teacher can easily identify who is waiting.

You will be able to download Zoom for free if you have a laptop, phone or iPad. I am sure that many of you have become familiar with this new way of communicating during lockdown.

For those of you that do not have any of the above, please contact the school office to request a telephone consultation. This will take place on a different day and you will be sent a date and time for this conversation. This is likely to take place during the school day when the teacher is released from class as part of their planning, preparation and assessment time.

Meeting your child's teacher in person is what we would all like but I hope this helps you to get to know them a little better.

Thank you for your ongoing support and please contact the school office if you have any questions or would like to discuss anything further.

Yours sincerely,

Giacomo Mazza  
Headteacher

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