



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mrs S L Gaston

Dear Parents and Carers

Y7 Parents and Carers Evening – online – 15th June 5.00-7.00pm

I am writing to invite you to our ONLINE parents and carers evening for Year 7 on 15th June from 5.00-7.00pm. It is online now because there was a face to face parents and carers evening earlier in the year. We are offering both formats across the year to all year groups to make it easier for you all to attend at least one of the events.

The appointments will be on the Google Meet platform, with which your children are very familiar, and the code to use will be the **teacher's initials followed by the time of the appointment**, which uses the 24 hour clock. For example, an appointment with me, Ms Conway, at 1720 would use the Google Meet Code **JEC1720** (note there are no gaps between the initials and the time). Google Meet should be signed into **using your child's school account** and works best through the Google Chrome browser.

Your child should be present at the meeting not least because they are very familiar with the technology, but more importantly, will be able to take on board the teacher feedback directly.

Your child will make appointments with their teachers and keep a record of this on their appointment sheet – a copy of which is attached just for your information. It might be a good idea for you to give your child an approximation of when you would like appointments made that are most convenient for you e.g. – not before 6pm, any time after 6.30pm, etc. Staff will try very hard to accommodate this but we cannot absolutely guarantee a specific time slot. A small number of staff may be available from 4.30pm until 6.30pm – these staff will let your child know when the appointments are made.

Whether online or live, there are a limited number of appointments available for each teacher, and staff have been asked to prioritise those students with whom they have concerns or who are currently more than one grade away from their end of year target grade. If your child is told that the teacher does not need to see them/you, then take that as a good sign! If you would still like some feedback on how your child is getting on, you are very welcome to contact the teacher via the admin email admin@gvsc.org.uk to arrange your own appointment directly.

The appointment will last for 5 minutes, and, even more so than with face to face evenings, staff will have to strictly adhere to these timings in order to ensure that all appointments are kept to time. If you are late for your appointment, your minutes available with the teacher are necessarily reduced! Please do not be



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offended if staff have to bring the appointment to a hasty close to move on to the next appointment. Our experience with parents and carers evenings is that 5 minutes is sufficient to cover most things with your child's teachers.

Should you have any technical queries regarding the evening, please contact Mr Waterhouse at swaterhouse@gvsc.org.uk

If you have any other queries, please contact me via the admin email.

Yours faithfully

Jayne Conway
Deputy Head



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Student:			
	Teacher	Subject	Meet Code
EXAMPLE			
5.20	Ms Conway	English	JEC1720
5.00			
5.05			
5.10			
5.15			
5.20			
5.25			
5.30			
5.35			
5.40			
5.45			
5.50			
5.55			
6.00			
6.05			
6.10			
6.15			
6.20			
6.25			
6.30			
6.35			
6.40			
6.45			
6.50			
6.55			



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A few staff may be available from 4.30 to 6.30pm.

They will inform your child of this when the appointments are being made.

4.30		
4.35		

4.40		
4.45		
4.50		
4.55		