

Winchelsea



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All Individuals Matter

October 13th 2020

Dear Parents

I hope you and your children have settled into the new routines that have had to be put in place since September. We are all facing challenges in these strange times and I have been extremely grateful for your support in adapting and responding to new procedures. I know that parents are keen to meet with teachers to find out how their children have settled into school and equally teachers are keen to put names to faces and to 'meet' parents. However, with present Covid restrictions in place it obviously won't be possible to hold the usual parents' appointments in school.

We do intend to offer a chance for all parents to talk to the teachers by holding 'virtual' conversations with staff based in school and parents at home. We are planning to use Microsoft Teams to hold virtual appointments which will mean you will not need to travel to school but you will need to use a computer, tablet or smart phone to make contact with teachers instead. To make this manageable in terms of resources and technology, staff will be offering appointments on different days within a range of times. Teachers will be available during one session of the school day and one evening, according to the list below. Please note that these are taking place in the first week back after the half term break and we would appreciate parents supporting the challenging organisation of this system and, where possible, selecting a time slot within the school day.

Firstly, you will need to choose an appointment time and complete the reply slip which needs to be returned by Monday October 19th. Unfortunately due to the technology requirements any appointments asked for after this return date will not be able to be allocated. Once each teacher has organised a schedule of appointments they will allocate you a specific time and you will receive an email with a link which will take you directly to Microsoft Teams. All you will need to do is click on this link shortly before your allocated appointment time and you should only have to wait a short while before the teacher 'lets you in' to the meeting. Please ensure your microphone and speakers are working on your device and that you are visible on screen.

The timing of appointments for these sessions is really important as staff will have to stick to their generated schedule and conversations will not be able to be longer than ten minutes, as is the norm when attending our usual parents' evenings. We suggest you subsequently arrange another time to speak or email if you feel you do need longer but this is only in exceptional circumstances.

If you have any queries please contact the school office.

Kind regards

Miss Helen Duckett



Parents' appointment reply slip. This needs to be returned by Monday October 19th

Child's name

Please tick your preferred choice of time with the appropriate teacher and they will do their best to accommodate your preference.

Quartz class with Miss Reid:

- Monday evening 4-5pm
- Monday evening 5-6pm
- Tuesday afternoon 1-2pm
- Tuesday afternoon 2-3pm
- Tuesday afternoon 3-4pm

Peridot class with Mr Keetch:

- Monday morning 9-10am
- Monday morning 10-11am
- Monday morning 11-12am
- Friday evening 4-5pm
- Friday evening 5-6pm

Emerald class with Mrs Frost:

- Monday evening 4-5pm
- Monday evening 5-6pm
- Tuesday afternoon 1-2pm
- Tuesday afternoon 2-3pm
- Tuesday afternoon 3-4pm

Amethyst class with Mr Grivil:

- Wednesday evening 4-5pm
- Wednesday evening 5-6pm
- Thursday afternoon 1-2pm
- Thursday afternoon 2-3pm
- Thursday afternoon 3-4pm



Sapphire class with Mrs Cox:

- Tuesday evening 4-5pm
- Tuesday evening 5-6pm
- Wednesday afternoon 9-10am
- Wednesday afternoon 10-11am
- Wednesday afternoon 11-12am

Opal class with Mrs Dunham/ Miss Marshall:

- Tuesday evening 3-4pm
- Tuesday evening 4-5pm
- Wednesday afternoon 1-2pm
- Wednesday afternoon 2-3pm
- Wednesday afternoon 3-4pm

Diamond class Miss Stewart (Reception children)

- Tuesday evening 4-5pm
- Tuesday evening 5-6pm
- Wednesday morning 9-10am
- Wednesday morning 10-11am
- Wednesday morning 11-12am

Diamond class Mrs Doran (Nursery children)

- Tuesday morning 9-10am
- Tuesday morning 10-11am
- Tuesday morning 11-12am
- Wednesday evening 4-5pm
- Wednesday evening 5-6pm

