

Sparsholt C. E. Primary School

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Wednesday, 14 October 2020

Dear Parents and Carers,

Unfortunately, due to the continuing Covid restrictions, we going to be unable to hold an in-person parents evening this term. Instead we will be arranging virtual parents evening appointments.

Parents evenings will be on Tuesday 10th November and Wednesday 11th November with appointment times being between 3.50 pm and 7 pm on both days.

You will be able to book using the school's online parents evening booking system. Information, video tutorials and access to the system can be found on the school's website:

https://www.sparsholt.hants.sch.uk/web/parents_evenings

Appointments will be 10 minutes long and will take place virtually using Microsoft Teams. For those of you unfamiliar with Microsoft Teams, we will provide instructions as to how to access and use it. If, however, you do not have access to a computer, we can arrange a telephone appointment instead. Please let the school office know if you do need a telephone appointment by emailing adminoffice@sparsholt.hants.sch.uk.

Once you have booked your time slot, the school will send you an invitation in advance to join the meeting at the allotted time. Obviously as this is the first time we have hosted a virtual parents evening there may be some teething problems so we would ask for your patience and support with this.

The parents evening booking system will open on Wednesday 21st October and closes on Thursday 5th November. This should give us sufficient time to set up the MS Teams appointments for the parent's evenings on the 10th and 11th of November. We would appreciate it if you could book your slot in good time. If you have any problems doing this, please contact the school office.

Kind regards,

Mrs Hanratty

