



6<sup>th</sup> October 2022

Dear Parents/Carers

**Re: Parent Consultations Autumn Term 2022**

We have arranged for our Parent Consultations to be held via video call on **Tuesday 18<sup>th</sup> October** and **Wednesday 19<sup>th</sup> October 2022** from **3.30pm to 7.00pm** via the Parent Evening System website.

Our school uses the online appointment booking system. This system allows you to choose a **10 minute** appointment time with your child’s class teacher and you will receive an email confirming your video call appointment. You will also receive a reminder via email 1 hour before your appointment time.

Please visit: <https://peartreespring.schoolcloud.co.uk> to book your appointments. A short guide on how to book appointments is included with this letter. When registering it is very important that you use the same details that you use for Schoolcomms/Schoolgateway. If you have any difficulties registering, please contact the school office.

Please also visit the attached link below which gives parents further information and guidance on how to attend appointments via video call.

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>



**Video calls will start on time and you will be able to see the remaining time for your appointment counting down in the blue bar at the top of the screen. When the countdown stops the appointment time is over and the call will automatically end. Please note that if you are late, or leave and re-join the video call, it does not reset the timer. The appointment will always end at the scheduled time.**

**The online appointment booking system will be open from Monday 10<sup>th</sup> October to Friday 14<sup>th</sup> October.** Should you wish to make any changes after this date, please speak to the school office or email the child’s class teacher via the class email account.

We hope that as many parents as possible will book appointments for video calls.

Yours sincerely

*T Skeggs*

**TERESA SKEGGS**  
Executive Headteacher.

**Headteacher: Mrs T Skeggs**

**Deputy Headteachers: Miss P Foley and Mrs M Newhouse**

**Peartree Spring Primary School, Hydean Way, Stevenage, Herts, SG2 9GG**

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