

# Hethersett Woodside Primary & Nursery School



Coachmaker Way, Hethersett, Norwich NR9 3GN

Tel: 01603 810674

Email: [office@hethersettwoodside.norfolk.sch.uk](mailto:office@hethersettwoodside.norfolk.sch.uk)

Headteacher: Mr Jem Brereton

08/11/2021

Dear Parents and Guardians,

It was a pleasure to invite parents in from Year One - Year Five to the recent *Meet the Teachers* event and I hope parents in EYFS have been able to meet staff during pick up and drop off, over the course of the term so far.

We have two Parents' Evenings coming up:

- Thursday 18th November: 15:30 - 18:30
- Tuesday 23rd November: 15:30 - 18:30\*

The hope was that we would be able to offer more face-to-face meetings, welcoming the community into school. However, public health and teaching unions recommend that virtual meetings should be utilised to manage the risk of COVID-19. Therefore, it is with regret that we will not be able to offer face-to-face Parents' Evenings this term.

However, we will still go ahead with the evenings as above but they will be online.

## Booking

Parents and guardians can book an appointment online. Forms will be emailed to you separately over the next two days.

Year Five will receive access to the forms later today. Then, the remainder of the booking forms will go out from 16:00 on Tuesday 09th November. This is staggered because we are trialling some relatively new software and I would appreciate a means of checking everything is OK with the system before releasing it to all.

Kindly, please:

- Complete a separate form for each of your children. You should receive multiple links to the forms if you have more than one child in school
- Do not book more than one appointment slot per child. Select one time only
- Make a note of the time and day of your booking. We will email you a copy of your response but we will not send out any further details regarding your appointment time



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## Alternative Appointment Times

The booking system works on a first come, first served basis. If you find that there are no online appointments which are convenient for you, you can either fill out the option at the end of the form or email your child's class teacher directly. They will be in touch to set something up with you.

## Online Meetings

The online meetings will run as they did last year. You will receive a separate email from your child's class teacher over the coming weeks. This will have joining details for your appointment, via *Google Meet*. Please note, this will be one single meeting from 15:30 - 18:30, which all parents will drop in and out of during the evening. Therefore, please only enter at exactly your booked time.

## Other Events

This recent decision to run Parents' Evenings online will have left you wondering about other planned community events, especially as we lead up to Christmas.

I regret to say that parent events in the very near future will be held online. This is the case for the Reception Open Evening on Thursday 11th November. This will now run virtually with slightly different timings: 18:00 - 19:00.

Otherwise, we are going to have to work together as a staff over the coming weeks to decide on what is safe to run and/or how to adapt other events. With regards to carol concerts and nativity performances in the Early Years and Key Stage One, we will be in contact soon with decisions on how to proceed.

Thank you for all your patience and support.

Kind regards

Jem Brereton

Headteacher



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\*Parents of children in **Nursery**, please note that we will offer an additional evening for appointments to accommodate all the families that we serve.

If you are a parent of children in **Cedar** class, we will be in touch soon, as things will run slightly differently for you.

