



Porters Grange Primary School & Nursery

Part of the Portico Academy Trust

Principal Miss D. Henley

Vice Principal Mr M. Aggus

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PORTICO
ACADEMY TRUST

opening doors, unlocking potential

CEO - Mrs C. Woolf

Dear parent/carers,

We are fast approaching the end of the first half term and our first parents evening of the year. **They will take place on Tuesday 20th and Wednesday 21st October.** As I'm sure you would expect, this year it will look slightly different. Due to the restrictions with people entering the school site, we will be carrying out our parent consultations remotely. Below is a guide to how the process will work:

- 1) You will receive a message via School Ping enabling you to book a time slot for your meeting. You will receive one for each child attending Porters Grange and will need to book the appointments separately. Slots are booked on a first come first served basis so please book quickly.
- 2) Where parents have separated and each parent wishes to speak to the teacher separately, the second appointment will need to be booked via the school office.
- 3) At a later date, you will receive an email inviting you to a remote meeting. This will contain a link. You don't need to click this link until the day and time of the meeting. Please don't delete it before then. You can either download the Microsoft Teams app (you don't need to log in) or you can view the meeting through your internet browser. **We recommend using Microsoft Edge or Google Chrome as not all browsers will work.**
- 4) When it is the day and time of your meeting, click on the link mentioned above and wait to be let in. As soon as your child's teacher's previous meeting is finished, they will let you in.

This is the first time we have used technology in this way for parent consultations. We will be doing everything possible to ensure that they run smoothly but please bear with us. There is always the possibility of an unforeseeable hitch.

If you don't receive an email containing the link in advance of your meeting, please contact the school office via email on office@portersgrange.southend.sch.uk. It may be that we do not have your correct email address.

We hope that this process works smoothly and enables you to have a purposeful and informative meeting with your child's class teacher.

Thank you for your understanding and we look forward to seeing you soon.

Kind regards,

Mr M Aggus

Vice Principal

We are a **good** school in all areas

"The school's work to promote pupils' personal development and welfare is Outstanding"

