



# Whitchurch Church of England Primary School

17<sup>th</sup> January 2025

Dear Parents and Carers

**Parent/Carer and Teacher Consultations** for all children are planned for the week beginning Monday 3<sup>rd</sup> February:  
Monday 3<sup>rd</sup> – online meetings for Seahorses, Seals, Jaguars, Pumas, Tigers and Kingfishers  
Tuesday 4<sup>th</sup> – online meetings for Leopards, Falcons and Kestrels  
Wednesday 5<sup>th</sup> – in person meetings in the hall for all classes  
Thursday 6<sup>th</sup> – online meetings for Pelicans, Puffins, Turtles, Dolphins, Doves and Eagles  
**The booking system will go live at 7.00pm on Monday 20<sup>th</sup> January and will close at 12.00pm on Friday 27<sup>th</sup> January.**

We will be using [www.parents-booking.co.uk/whitchurch](http://www.parents-booking.co.uk/whitchurch) for bookings for **both** of the evenings, which we have used in the past. If both parents wish to join the online meeting using different devices, please remember to check the box on the booking page. It is possible to use a mobile, tablet or computer to attend the meeting. To book your appointment, please go to <https://parents-booking.co.uk/whitchurch> from 7pm on Monday. Please choose only an in-person meeting, **or** an online meeting per child. Bookings are first-come-first-served. Please note the online meeting will be via the parents-booking site, **NOT** Google Classroom. The meetings are ten minutes long and it is important that you log in early for the online meetings and have checked everything is working. You will need to agree to use the camera and microphone. You will be told that the teacher knows you are waiting and will let you in to the meeting at the set meeting time. Towards the end of the meeting there is a count down and once the ten minutes is completed the meeting will cut off. If you log in late you cannot be allocated additional time. We have used this system before and some problems arose when parents were not ready to attend the meeting in time or if they had not logged out of the meeting for a sibling. If you find the process difficult, please have a practice logging in on a different day to see if it works. All school technology will be tested ahead of the meeting so I hope that there will not be any glitches our end! The Parent Booking website has some demo videos which are helpful if you are unsure of the process.

In school meetings will be held in the hall. Please enter school via the link door next to the pond and check in with a member of staff.

If there is something that you would like to know about particularly during the consultation, please use the comments box when booking your appointment to ensure that the teacher covers this in the first part of the appointment. If at the end of the appointment you have more to say, then please email or, if face to face, speak to the teacher to book a further appointment. Equally, if you have any concerns in the meantime, please do speak to your child's class teacher as we are always happy to talk to you and answer any questions, alongside the consultation evening.

Yours sincerely

Mrs C Pritchard  
Head Teacher

