

## Wooden Hill Primary and Nursery School

Staplehurst • Wooden Hill • Bracknell • Berkshire • RG12 8DB  
www.woodenhill.bracknell-forest.sch.uk



Tel: 01344 421117

Email: secretary@office.woodenhill.bracknell-forest.sch.uk

Headteacher

Mrs Joanna Lagares

10<sup>th</sup> December 2020

Dear Parents/Carers,

### Parent Consultations January 2021

#### **Week 1: 3.30pm – 7.30pm**

Monday 11<sup>th</sup> January - Year 6

Tuesday 12<sup>th</sup> January – Year 3, Year 5 & SENDCo (Mrs Crouch)

Wednesday 13<sup>th</sup> January – Nursery & Year 4

Thursday 14<sup>th</sup> January – Reception, Year 1 & Year 2

#### **OR**

#### **Week 2: 3.30pm – 5pm**

Monday 18<sup>th</sup> January - Year 6

Tuesday 19<sup>th</sup> January – Year 3, Year 5 & SENDCo (Mrs Crouch)

Wednesday 20<sup>th</sup> January – Nursery & Year 4

Thursday 21<sup>th</sup> January – Reception, Year 1 & Year 2

Please ensure you only book **1 appointment per child** to see their class teacher (either week 1 or week 2, not both).

The booking system will open on Friday 11<sup>th</sup> December at 5pm and close on 7<sup>th</sup> January at 23.55pm.

Parents Consultation Meetings will take place virtually via video call, please find below some key points on how to use the system and an attached step by step guide on how to open your appointment using the Parents' Evening system.

#### **Key points:**

- To access your appointment, you will need to log in to the Parent's Evening system in the same way you did to make your appointment, using the following link <https://woodenhillbracknellforest.schoolcloud.co.uk>
- Use a device that has a microphone and camera. For example a PC, a laptop or a smartphone. If you are using a smartphone you will need to ensure you have a stable signal. **You may be prompted when you login to enable your camera or microphone.**
- You will need to log in using the **same parent's details** that you used to make the appointment. If a different parent/carer tries to log in using their own details they will not be able to open the appointment that has been made as it is in your name.
- **Log in at least 10 minutes before your appointment**, to allow enough time before your appointment to resolve any connection or login issues. Once you are logged in, the system will allow you to wait until the teacher opens the call.

LEARNING, *Growing* & *Achieving* Together

- **The appointment duration is set for 10 minutes.** The system will end the call promptly when the 10 minutes is up to enable the next scheduled appointment to start, therefore it is important that you log on a few minutes before your appointment and wait until the teacher opens the video call. **For example, if you log in 4 minutes later than your appointment time you will only have 6 minutes remaining of your appointment.**
- It is preferable that your child is not in earshot during the consultation however, we fully appreciate that this may provide a challenge as the meeting is virtual. Please let your child's teacher know if your child is in earshot at any time during the consultation.

Yours sincerely

*H Squires*

Mrs H Squires  
Office Manager