



St Francis of Assisi
CATHOLIC ACADEMY TRUST



Saint Augustine's Catholic Primary School

Headteacher: Mrs G Napier

*"We come to school to live and learn happily together by
loving ourselves and each other as Jesus teaches us"*

1st March 2024

Dear Parents and Carers,

PARENT CONSULTATION 14TH March 2024 – ONLINE APPOINTMENT BOOKING SYSTEM

We welcome all parents to participate on our parent teacher meetings with an exciting hybrid approach of face to face for those who prefer and meetings via Teams for parents who find this more convenient especially due to work commitments and childcare. We will continue with our one-day approach for our parent consultations. The date for this will be on Thursday 14th March from 2:00pm to 8:00pm for every year group.

We will be continuing the online appointment booking system which allows you to choose your own appointment time with your child(ren)'s teacher. Please only book one appointment for each class teacher. All consultations will be for 10 minutes. If your child has a learning plan, there is no need to book as appointment as the class teacher will contact you separately to manage your appointment.

Here is a breakdown of the consultation:

- Face-to-face meetings will take place between 2-3pm and 3.20-4.20pm. This will take place in the school hall. Please note that children cannot attend during face-to-face consultations.
- Consultations via Teams will take place between 5-8pm. Your class teacher will contact you via your child's Microsoft Teams account at the time booked so please be ready a few minutes beforehand, so that you can enjoy your full ten minutes' slot.

The system is easy to use and accessible from the home page of the website. Please read the short guide attached which details how to log in and book an appointment.

The booking system will be live on Monday 4th March from 6.00pm so that you can login and make appointments until 09:00am on Tuesday 12th March 2024.

Yours sincerely

Mrs G. Napier
HEADTEACHER

Riversmead, Hoddesdon, Herts. EN11 8DP
Tel: 01992 463 549 / Email: admin@staugustines.herts.sch.uk

www.staugustines.herts.sch.uk

