



# 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**

25<sup>th</sup> February 2021

Dear Parent/Carer,

## Parent/Teacher Consultations

On **Wednesday 3<sup>rd</sup> March**, we will be conducting meetings between parents and teachers using Microsoft Teams in the same way that we did during the autumn term. Whilst this may appear strange to carry this out as we approach the end of lockdown, we feel that it is more important than ever. These conversations will enable teachers to get a better understanding of how our children have coped with the lockdown and remote learning and will better help us prepare for the children's return. It will also help parents to get an update of their children's progress since the last meetings back in October. The process of booking and attending your meeting is outlined below:

- 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 second time we have used technology in this way for parent consultations. They were successful last time but there were inevitably some technical problems. If you have questions around how to access Microsoft Teams, please email [itsupport@pgps.porticoacademytrust.co.uk](mailto:itsupport@pgps.porticoacademytrust.co.uk).

If you have difficulty booking your appointment via School Ping, please contact the school office via email on [office@portersgrange.southend.sch.uk](mailto:office@portersgrange.southend.sch.uk).

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"*

