15th October 2020

Dear Parent/Carer

**Online Parents Meetings**

**Monday 9th November 2020 – Friday 13th November 2020**

**Monday 16th November 2020 – Thursday 19th November 2020**

We have arranged parent consultation meetings **online** with your child’s class teacher during the dates above in order to discuss your child’s progress. Once you have logged on the the system (<https://marlboroughprimary.parentseveningsystem.co.uk>. you will be able to select a date and time. See webinar on website for details of how to use the booking system. <https://youtu.be/kako9x0cchM>

Please make sure the device you will be using has internet connection with access to microphone and camera. You will need to login to the system before your appointment time. If you need any help please the guide: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Due to class numbers **appointments have to be limited to 10 minutes each.** If you feel a longer discussion is needed please arrange another meeting with your child’s teacher.

**We are again using the online booking system so you can go online and book your own appointments for these parent consultations.** Please find attached a guide to take you through booking your appointment. The link to the booking system is <https://marlboroughprimary.parentseveningsystem.co.uk>. The system will go live to book appointments on Friday 16th October 2020 at 7.00pm.

When teachers, parents and pupils work together effectively, the quality of learning for every child at Marlborough Primary School is enriched. Thank you for your cooperation.

Yours sincerely

****

**Miss G A Foley**

**Headteacher**