



Queen Eleanor's Church of England Junior School  
An Academy in the Good Shepherd Trust\*  
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**"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."**

Head Teacher: Jo Davies

19<sup>th</sup> October 2020

Dear Parents/Carers

**Parents' Evening – Year 3 & 5 Booking Details**

**Monday 16th November 1.20pm – 7pm**

As mentioned in our letter dated 14<sup>th</sup> October, this term parents' evening will take place virtually via Microsoft Teams. Your child's Microsoft Teams log in details, together with brief user instructions, will be sent home after half term. These details will provide access to your teacher meeting.

Each meeting will be restricted to a 10-minute timeslot. Please be aware that the meetings are timed and will be cut off after 10 minutes to allow the next scheduled meeting to start on time.

We ask that you book your 10 minute timeslot via the 'School Interviews' system as usual. Bookings will open at **9am tomorrow, 20<sup>th</sup> October** and will close at **midnight on Sunday 8<sup>th</sup> November**.

Please follow the link – <https://www.schoolinterviews.co.uk/> and enter the school code: **s9rk3**.

The system will then prompt you for your e-mail address and ask you how many students you are booking for. (Please note that there is only one slot per student and take note that the parents' evening for Year 4 & 6 are on a different date)

You will then be asked for your child/ren's names and class by using the drop down box.

All available slots for the selected teacher/s will then be displayed on the same screen. Simply click the slots that suit you and click "go". You will then be shown your bookings and be given an option to cancel them if need be.

Finally, click "finished"

Your booking is now confirmed. An e-mail confirming your times will be sent to you for your reference and reminder – please check your spam folder if not received immediately.

This system is extremely user friendly and straight forward, however should you experience any problems or should you not have online access, please feel free to contact the school office.

If you require a joint appointment with your child's teacher and the school's SENCO – Mrs Strickland, please contact the school office to set up an appointment time. These sessions will be available from 1.20pm – 7pm.

Should you experience any problems with the booking system please contact the school office for assistance.

Kind Regards

The School Office