



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

28th September 2020

Parent Partnership Meetings

Dear Parents and Carers

I am writing to inform you about how we propose to run our first Parent Partnership Meetings of the academic year. Ideally, the most productive way to hold these meetings would have been with a traditional face-to-face appointment as we have done in the past; however, this would result in a large gathering and conversations through masks, which is not in line with our school re-opening risk assessment. Therefore, the following will outline how we propose to conduct these meetings:

PPMs will be organised over a two-week period beginning on **Monday 5th October** and ending on **Wednesday the 14th October**. You will be able to pre-book an appointment through ParentMail, via the Parents Events tab, either as a virtual face-to-face consultation via Microsoft Teams or a telephone call. **Please indicate in the 'Notes' section whether you would prefer a telephone appointment or if you would like to book a Microsoft Teams meeting, please include an email address.** Each appointment will be 10 minutes and the focus, as always, will be your child's wellbeing, how they have settled in, and for some of you, meeting your child's teacher for the first time.

For safeguarding purposes, all telephone calls and Microsoft Teams meetings will be recorded.

Please see below the dates and times that will be available via ParentMail:

Monday 5th October 3.30-5pm
Tuesday 6th October 3.30-5pm
Wednesday 7th October 3.30-6pm

Monday 12th October 3.30-5pm
Tuesday 13th October 3.30-5pm
Wednesday 14th October 3.30-6pm

You will have an option to book either a Microsoft Teams or telephone appointment via ParentMail from Monday 28th September.

It is free to create a Microsoft Teams account. Please follow this link to sign up:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>

For Apple or Android devices, Microsoft Teams can be downloaded as an App via your App/Play store.



Joy Lane Primary School
Joy Lane
Whitstable
Kent CT5 4LT

PHONE: 01227 261430
FAX: 01227 261572
E-MAIL: office@joylane.kent.sch.uk
WEBSITE: <http://www.joylane.kent.sch.uk>



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If you choose to have a virtual Teams consultation, you will need to provide us with the email address with which the account was set up; teachers will use this address to place a call, which will pop up as a notification on your device when the call is being made. You will be required to provide this information in the 'Notes' section on ParentMail when you book the appointment.

Without using our usual timer system in the school hall, we would kindly ask that you keep to your 10-minute consultation and that if any further discussion is needed, a follow-up appointment is made via ClassDojo.

Yours sincerely

M Ashley-Jones

Mr M Ashley-Jones
Head of School

PPM/Oct2020