



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Tuesday 18th January 2022

Dear Parents and Carers,

Oysters SRP Parent Partnership Meetings

Virtual meetings will be held on Wednesday 2nd February 2022 & Thursday 3rd February 2022

I am writing to inform you that we will be holding our virtual Partner Partnership meetings on Wednesday 2nd and Thursday 3rd February 2022 between 3.30pm – 6.30pm inclusive.

You will be able to pre-book your virtual appointment with your child's Oysters SRP group teacher through ParentMail via the Parents Events tab. We are offering you the choice of a virtual face-to-face appointment via Microsoft TEAMS, or if you prefer, a telephone appointment.

In the 'notes' section, please indicate:

- whether you would prefer a virtual Microsoft TEAMS meeting and include your email address
- or whether you would prefer a telephone conversation and please include your preferred contact telephone number

I know that a majority of you use the Microsoft TEAMS platform, as we use this for our remote learning – for new parents and carers, it is free to create a Microsoft Teams account. Please follow this link to sign up: <https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software>

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

Each appointment will be **twenty minutes** in length and the focus, as always, will be your child's well-being, progress in curriculum subjects and outcomes towards your child's EHCP targets.

For safeguarding purpose, all telephone calls and Microsoft TEAMS meeting will be recorded.

You will be able to access the booking portal from 3.30pm on Wednesday 19th January 2022 until noon on Thursday 27th January 2022. We will allocate your date and time, if you have not signed up by this time.

The timings for each group room is as follows:

Wednesday 2nd February 2022 between 3.30pm and 6.30pm

Thursday 3rd February 2022 between 3.30pm and 6.30pm

Moore Group: Mrs Crocombe and Mrs Sutherland

Morris Group: Mr Duffy

Mackintosh Group: Miss Van Rooyen

The Oysters Group Room Teachers kindly ask that you keep to your twenty-minute consultation and that if any further discussion is required, an individual follow-up appointment is made via ClassDojo.

Yours sincerely,

DJ Hines

Debra Hines

Executive Headteacher