



RED HOUSE
SCHOOL

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1 October 2021

Dear Parents

**Nursery to Year 5 Parent-Teacher Consultations via Microsoft Teams:
Monday 11 October & Tuesday 12 October 2021**

There will be an opportunity for parents of pupils at the Junior School to speak with their child's class teacher remotely, via Teams, on Monday 11 October and Tuesday 12 October 2021, between 3.45pm and 5.45pm for EYFS and KS1 staff and 4.15pm and 5.45pm for KS2 staff.

Each appointment will last for 10 minutes. Please click on the link below to access the time slots available to book with the individual teachers:

<https://outlook.office365.com/owa/calendar/RedHouseSchool@redhouseschool.co.uk/bookings/>

When you are making your bookings, via the link, please ensure that you click the correct date on the left and then select a teacher from the drop-down list on the right and choose a time. You will also need to fill in your name, your email at the bottom of the page and your child's name. You will then need to repeat the process for each appointment, including filling in your name, your email address and your child's name. We have tested the system and found it works best in Google Chrome. Alternatively, you may prefer to use your child's Teams account when you sign up for appointments, but whichever email you use to sign up, must be used for the meeting. The purpose of the meeting is to discuss how your child has settled into their new class and year group.

I would be grateful if you could make your individual appointments with your child's class teacher, using the link above, by the evening of Sunday 10 October 2021. If you experience any problems when making your bookings, please contact Mr Butterfield, Head of Computing and Network Manager, and he will be able to assist you further: Mr Butterfield's email address is graeme.butterfield@redhouseschool.co.uk. In the meantime, please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely

Mr S. Haywood
Head of the Junior School