

West Lodge Primary School

West End Lane, Pinner HA5 1AF

Tel: 020 8866 9836

Fax: 020 8866 3109

Email: office@westlodge.harrow.sch.uk

Website: www.westlodge.harrow.sch.uk

Twitter: @WestLodgeSchool



Headteacher: Mr Jim Dees

11th October 2021

Autumn Term Parent Consultations

Dear Parents/Carers,

The Autumn Term Parent Consultation Evenings for Reception to Year 6 will be held on:

Wednesday 20th October*

4:00 pm – 7:00pm

Thursday 21st October

4:00pm – 7:00pm

****Topaz class Parent Consultations will take place on Tuesday 19th October and Thursday 21st October***

Due to the current situation, all parent consultations will be held via video conference. The video conference will take place via the parents evening booking system that we use, rather than Zoom. This will be an opportunity to see and talk with your child's/children's teacher to discuss progress in an online meeting. Unfortunately, we will not be able to send books home this term.

Appointments for the parent consultation meetings will be booked using our **online appointment booking system**. You will be able to choose your own appointment times with teachers and will receive an email confirming your appointments. **Appointments can be made from 8:00 am on Tuesday 12th October until 4:00 pm on Monday 18th October.**

Here is a link to a step by step guide to show you how it will work: -

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please visit <https://westlodge.parentseveningsystem.co.uk> to book your appointments. If you have any difficulty booking the appointment or need to make any changes after this date, please contact your child's teacher through the year group emails.

Each consultation will last a maximum of 10 minutes. You will need to log on and then wait until the teacher accepts your call. Please ensure you leave enough time beforehand to log in as once your allocated time slot is up the call will end.

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:

iPhone/iPad: Safari

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))



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Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Appointments can also be made with Phase Leaders - Mrs Bowerman (EYFS), Mrs Cooper (KS 1), Mr Bennett (LKS2) and Mr West (UKS2); the Inclusion Team - Mrs Haines, Mrs Leigh, Mrs Zara, Mrs Richmond and/or Mr Dees. Please contact the school office to arrange an appointment via Zoom.

If you have any difficulty accessing the booking system or any potential difficulties taking part in a video conference call, then please contact the school office.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'J. Dees'.

Jim Dees

Headteacher

