

**Virtual Parent and Carer Appointments - Autumn 2021**

28 September 2021

Dear Parents and Carers

We would like to invite you to attend a virtual appointment with your child's class teacher. These are being held on Monday 18<sup>th</sup> and Thursday 21<sup>st</sup> October between 3.20 (3.30 SIS) and 6.00pm. We will be using Microsoft Teams to conduct these appointments. They will all last for 8 minutes, to enable the teaching team to move between appointments. We have asked the teachers to ensure that they stick to this 8-minute slot, as it will not be possible to allow any appointments to overrun.

The system used for booking these appointments is the same online booking facility that we have been using successfully for a number of years now. The difference will be that once you have booked your appointment, the class teacher will set up an 8 minute 'Microsoft Teams' meeting for you, sending you an invitation to join, during the week commencing 11th October. We are asking all parents and carers to join using their child's Teams account. We have produced a short guide to support you in accessing these meetings. This will be sent to you on Friday 15<sup>th</sup> October along with a protocol document and instructions for joining.

We kindly ask that you 'join' your meeting 5 minutes prior to your set appointment time to ensure that you have good connection and that your microphone and camera settings are switched on. You will be held in a 'virtual waiting area' and the teacher will admit you as soon as they have finished with the previous appointment.

**Booking will open on Monday 4<sup>th</sup> October at 5.00pm and close on Sunday 10<sup>th</sup> October at 10.00pm. Please visit the school website and select 'School Life' then 'Parent/Teacher Appts' to schedule your appointment.**

We hope that you find the virtual parent and carer appointments useful and enjoy celebrating all of your child's achievements with them.

Yours sincerely



L Wilby  
Executive Headteacher



E Curthoys  
Head of School SIS



L Peterkin-Aldred  
Head of School SJS

Solent Infant School, Eveleigh Road, Farlington, Portsmouth, PO6 1DH  
Executive Headteacher Mrs L Wilby  
Head of School Mrs E Curthoys  
Tel (023) 9237 1073 Email [solentinfant@thesolentschools.org](mailto:solentinfant@thesolentschools.org)  
Web [solentinfant.thesolentschools.org](http://solentinfant.thesolentschools.org)

THE  
 DE CURCI TRUST

Solent Junior School, Solent Road, Drayton, Portsmouth, PO6 1HJ  
Executive Headteacher Mrs L Wilby  
Head of School Mrs L Peterkin-Aldred  
Tel (023) 9237 5459 Email [solentjunior@thesolentschools.org](mailto:solentjunior@thesolentschools.org)  
Web [solentjunior.thesolentschools.org](http://solentjunior.thesolentschools.org)

The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom.

Solent Infant School and Solent Junior School are business names used by The De Curci Trust.

Trustees: C Batstone, A Beane, A Cufley, S Hamilton, L Sinnott, D Smith, S Spivey, L Wilby  
Chief Executive Officer: Ms S F Spivey BSc MA