

## **Parent consultations**

**How?** Parent consultations take place by video call via the Parents' Evening booking system

**When?** October and February

**For?** These appointments are for parents/carers only. We do not expect any children to be with their parents, on screen or in earshot.

**Why?** These meetings are an opportunity for parents/carers to discuss how your child is progressing with their learning, either in school or at home, and to discuss any concerns.

### **Do you have a child with additional needs or Special Educational Needs?**

We feel it beneficial to have appointment with the SENCO and class Teacher present together. The SENCO will endeavour to hold separate appointments or join your Teacher appointment.

**How to book?** Click the link above. Each Teacher will provide enough slots for the number of children in the class.

Each appointment will be 10 minutes long with 1 minute in between each appointment. This may mean that your appointment may be at an unusual time, such as 1:51pm or 3:27pm. We ask you to log-in 5 minutes prior to your meeting, if you are late, we cannot extend your time limit.

### **When to book?**

Parents are invited to book their 10-minute slot in advance. Upcoming dates will be communicated via the weekly Headteacher update.

### **Working and separated parents?**

Two parental devices can join with the Teacher so that working or separated parents can both hear from the Teacher simultaneously. There are clear benefits to both parents hearing the same information from the Teacher regarding their child and hearing each other's questions and feedback. It is for separated parents to decide if they can or cannot attend consultations together. We ask parents to make contact with the School Office for additional consultations for separated parents who are unable to attend together, acknowledging that due to limits these additional appointments may be organised at a later date.

### **What will you receive in advance?**

Parent Consultation Forms have been created to aid communication between home and school. Below is what you will receive if you have children in Years 1-6. Early Years (Nursey and Reception) have a bespoke proforma. The February section of the form reports the end of autumn term data for reading, writing and maths.

### **When will Parent Consultation Forms be sent home from?**

Parent Consultation Forms will be sent home with the children in advance of consultation. If you require an additional set of paperwork, due to parental separation, please ensure the School Office is emailed in advance and it will be emailed.

### **How can you see the children's books?**

At the next 'Book Look' for parents/carers. This is an opportunity for child/ren to share their Learning Journals (Nursery/Reception) or English, Maths, Handwriting and Science books (Years1-6) with parents/carers, foundation subject books are rotated.

### **Book Look Etiquette**

- Ask your child to talk you through their learning if with you
- Praise your child for effort, presentation and working hard
- Remember that some work may be independent work and other work will be supported
- Look at the presentation, handwriting and any comments from Teachers
- Has your child (Yr3-6) responded (in purple pen) to the feedback given by the Teacher? It is positive if they have done so, as this is part of their learning progression
- Leave books as you found them please - in classroom
- Please only look at your child's books that have been left out for you
- Children and adults to please respect the classroom environment by not touching anything other than the books.
- In Nursery and Reception, please complete the comment slip before you leave
- No mobile phones/cameras to be used inside the classroom or school grounds
- Children cannot be left until 8:40am

### **How to prepare for Parent Consultation?**

For those parents who attended the Book Look, you will have been able to see the work in the core subjects produced by your child this half term or in their Learning Journey for those in Nursery and Reception, which may spark questions on handwriting, presentation, attendance, Learning Objectives and attitude to learning.

***Nursey/Reception/new parents to Redbourn School*** – Think about any questions or concerns you may have and wish to be answered. Your Teacher will prompt you for these at the start of the conversation.

***Year 1-6 parents*** – Think about any questions or concerns you may have and wish to be answered. Your Teacher will prompt you for these at the start of the conversation. Also, look back at your child's October Parent Consultation Form and look at the areas for development.

***Attitude to Learning and Behaviour grading-*** The Senior Leaders and I have moderated each of the Parent Consultation Forms and agree with the Teacher grade. A range of factors are taken into consideration when agreeing the grade. These include the consistency of the child's attitude to learning, effort across all areas, conduct in the classroom with all staff and at playtime with children; also how the child follows directions from staff members and how they keep themselves safe by following their Class Charter, School Thrive Values and Golden Rules.

**Parent Consultation helpful technology tips:**

- To access your booked 10-minute appointment, log in via your confirmation email 5 prior to meeting.
- When you log in, you must give permission for the device and system to access your microphone and camera ... please accept this request.
- If two adults wish to participate on two different devices, the adult who booked must invite the other.
- The appointments will run strictly to time; your Teacher must give permission to start the appointment and then parents must also select 'join video appointment'.
- Teachers will ask if parents have any questions at the start.
- The appointment is timed for 10 minutes and counts down; it will automatically end at 10 minutes.
- At 1-minute remaining, the timer colour changes to amber as a reminder to everyone.
- At 10 minutes the appointment cuts off and next appointment is lined up for the Teacher.