



**Hill Top Primary Academy**  
Batley Road, West Ardsley, Wakefield, WF3 1HD  
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29<sup>th</sup> September 2020

Dear Parent/Carer,

### **PARENT'S EVENING: TEAMS Meetings**

Unfortunately we are unable to hold face to face Parent's Evenings in school at this present time and as we fully recognise the importance of staff sharing how well your child has settled back into education we would like to offer you an opportunity of a Parents Evening through a TEAMS meeting next week.

The appointments are Wednesday 7th and Thursday 8th October.

#### **How it will work:**

- Hill Top's Parents Evening System will go live on Wednesday 30th September at 12pm and closes on Friday 2nd October at 12pm. Please book the time you wish to have your meeting using this system.
- Once it closes, an invitation to your email address will be sent through TEAMS – please be patient with staff as you may not receive it until Wednesday due to their priority being teaching commitments.

#### **Please be aware:**

- You will only have 8 minutes with each teacher. We appreciate this is not a long time, but staff will need time to leave one meeting and enter another.
- Teachers will be very strict with their time keeping. Please do not be offended when teachers inform you that the meeting will be coming to a close in order to be on time for the next parent.
- Teachers will be sharing with you how your child has settled back into school; how they are performing in lessons and what they need to do to improve or accelerate their learning.
- The technology may not work in school or at home at your chosen time. If this occurs, please do not worry. Staff will be sticking to the times so if there are issues, staff may have to move onto the next parent to ensure the time keeping is strict but will contact you the next day to organise another meeting set at a convenient time for all. Whilst we appreciate this is not ideal, we thank you for your understanding in this.
- No work will be shared at this meeting.
- For safeguarding reasons, sessions may be recorded. Children should not be in attendance.
- You will need to download Microsoft Teams from your App/Play store.

Please follow the link below to access the online Parent's Evening System. Please be aware that appointments can only be made by those who are listed as the primary carer from the admissions forms you completed at the beginning of the academic year.

**The system will go live on Wednesday 30<sup>th</sup> September at 12.00pm and close Friday 2nd October at 12.00pm.**

Please be aware that if all parents log on at 12.00pm the system will crash. Please be patient and keep trying – you do not need to inform school.

<https://hilltop.schoolcloud.co.uk/>

If you do not have access to the online system, please call into the office and Mrs Richmond will be able to make you an appointment.

If you are not the primary contact and would like an appointment, please contact the office who will try to accommodate you.

Thank you,

Mrs Lancaster