



Thursday 4th March 2021

Dear Parents / Carers

We are really pleased to let you know that we will be holding our Spring Parent Consultations week commencing the 22nd March.

Due to the ongoing COVID-19 situation we will be holding the consultations via an **online face to face meeting** rather than by telephone. The system we are using is the same one as we trialled in November. Thank you to everyone who responded to our survey and we have taken suggestions into consideration.

The system involves you booking your appointment online, whereupon you will promptly receive an email confirmation with the link for your online face to face meeting. When you start your meeting you will need to be ready in advance and on a device with a webcam.

You will be able to book slots from **12pm Friday 5th March**. You do not need to make an account or register, you will simply need your child's details.

To book a slot please click on the link below and complete the details on the page.

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

We have attached some instructions to help you book the appointments.

We have also attached some instructions for joining the virtual meeting for your allotted time.

Whilst there were suggestions of longer and shorter appointment times we have decided that the parent consultation meetings will be 10 minutes long to ensure that we are able to meet with every child's parent. There will be a countdown timer on your screen during your meeting. Once your 10 minutes have elapsed, the call will automatically finish and move the teacher onto their next appointment. The teacher will have no way of extending the call over the 10 minute slot. On the rare occasion that more time is needed a phone call can be arranged via the school office.

One of the overriding positive comments last time was that appointments ran to time and we are hoping this system will continue to make the process of parent evenings a lot smoother. We understand this is the same system that a number of schools in York have also invested in.

If you have any problems booking or any other queries please do not hesitate to contact the school office at admin.lak@ebor.academy or 01904 555200

We are really looking forward to seeing you to talk about your children.

Kind regards

Helen Hayes-Smith

Head of School



www.lakeside.ebor.academy | Email admin.lak@ebor.academy | Tel: 01904 555200

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