

28 May 2021

Family Consultation Meetings

Dear Parents and Carers,

Our Family Consultation Meetings will take place on **Wednesday 9th and Thursday 10th June between 3:40 - 6.40pm.**

Each appointment will be **10 minutes long**, and you only need to make **one appointment** with each of your child's class teacher / teachers.

As in the Autumn Term, appointments will all be held **online (not in school)** using **Microsoft Teams**. Instructions as to how this will work are in this letter. If you think you will have a problem with this, our friendly office staff are on hand to help you book an appointment if you need assistance.

At Orchard Academy we encourage the children to play an active part in the consultation process. This is in order to put *them* at the centre of their learning, and to strengthen the link between home and school. This link is, of course, vital for ensuring the best possible learning outcomes for your child.

We understand that as parents and carers, you play a *vital* role in our children's education. It is for this reason that we politely ask that all parents ensure they do make an appointment to meet with their child's class teacher.

Since we are operating online, we will need to try our very best to keep 'on time' with our appointments, so please excuse us in advance if our teachers need to ask you to arrange another conversation so that they can be ready for their next appointment promptly.

You can book your consultation time directly using our online booking page. Please see below for instructions on how to do this.

If your child has an **Individual Education Plan (IEP)**, there will be an additional opportunity to discuss this with their class teacher and the school SENCO (Mrs. Clarke) on the week of 14th June. Further information about this will be sent to you after half term.

Please note that you will be unable to make or cancel a booking within 48 hours (2 days) of your appointment. This is to allow teachers to ensure they have all the relevant information about your child prior to the Consultation Meeting.

Headteacher: Mr C. Brown. Assistant Headteachers: Mr L. Bartishel and Mr J. Wilson.
Springfield Boulevard, Springfield, Milton Keynes, MK6 3HW
Telephone: 01908 670681

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Below is a list of classes and teachers in each Year Group:

Year Group	Class	Teacher
Cedar	Cedar	Mrs. Fairbrother / Mrs. Clarke
3	Elm	Mr. Williamson
3	Maple	Mrs. Nicholson / Mrs. Turvey*
3	Yew	Miss Kabir
4	Beech	Mrs. Hathalia
4	Poplar	Miss Evans
4	Hazel	Mr. Allwood
5	Rowan	Mrs. Naylor
5	Sycamore	Mr. Davis
5	Willow	Miss Naseri
6	Ash	Mrs. Mundy
6	Elder	Mrs. Carter
6	Oak	Mrs. Vaike

*for parents of children in Maple: you need to make an appointment **either** with Mrs. Nicholson **or** Mrs. Turvey. You only need to make an appointment to see **one** of your child's teachers.

The consultation evening is a great opportunity to discuss your child's progress during this most unusual academic year. During the consultation, class teachers will give you an update on how your child is progressing in their learning and what their next steps should be from September. I understand many of you will be keen to ask who your child's teacher will be next year, but unfortunately teachers will not yet know this information. Details on next years classes and teachers will be sent out in a forthcoming letter.

We very much look forward to welcoming you 'virtually' to our consultation evenings (please do not come to school on the evenings)! Once again, if you have any questions about the booking process, do not hesitate to contact school reception.

Instructions on how to book appointments are below.

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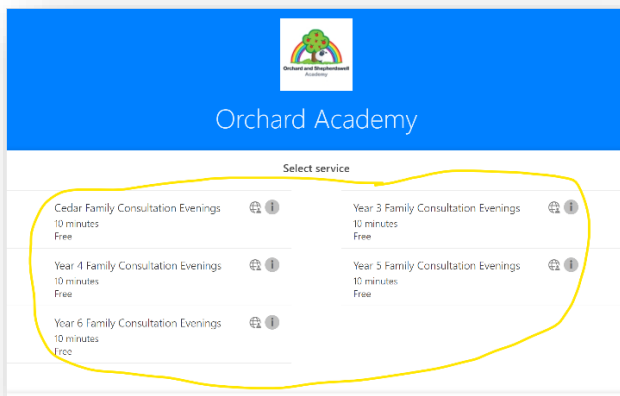
Family Consultation Meeting Online Booking – Instructions

Please see the following YouTube video on how to book a Family Consultation Meeting:

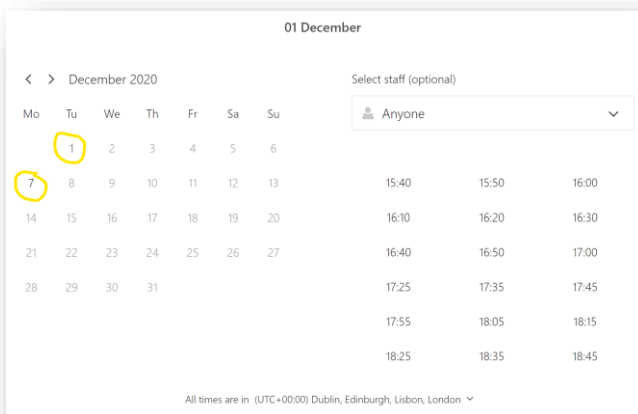
https://youtu.be/D7NKmDKe5_Y

You can book an appointment with your child's teacher directly on our Family Consultation Meeting Booking page. Once you have watched the video above and read the following steps, please click the link below to reach the Booking Page:

1. Access the school Family Consultation Meeting Booking Page. You must book your appointment at least 2 days in advance.
2. Click the Year Group your child is in.



3. Using the calendar, click the date you wish to make an appointment. Each Year Group has 2 dates available.



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Using the drop-down menu, select your child's class teacher.

01 December

< > December 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select staff (optional)

Anyone

Mrs. N. Vaike (Oak) Available

Mrs. M. Carter (Elder) Available

Mrs. E. Mundy (Ash) Available

17:25 17:35 17:45

17:55 18:05 18:15

18:25 18:35 18:45

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

5. Click on the time you wish to make an appointment.

01 December with Mrs. N. Vaike (Oak)

< > December 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Select staff (optional)

Mrs. N. Vaike (Oak)

15:40 15:50 16:00

16:10 16:20 16:30

16:40 16:50 17:00

17:25 17:35 17:45

17:55 18:05 18:15

18:25 18:35 18:45

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

6. Fill in the required information underneath the calendar and times, then click 'Book'.

Provide additional information

What is your child's name?

What year group is your child in?

--select an option--

What class is your child in?

--select an option--

By clicking below you agree to these [privacy policies](#).

Book

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7. You will receive an email confirming your appointment and instructing you how to access your appointment. See the YouTube video for more detailed instructions on how to access your appointment online.

Link to Booking Page:

<https://bit.ly/3frNCoE>

Make sure you book your Consultation Meeting as soon as possible to ensure you get the best time for you. Remember, you can call the school office for booking assistance if you need it.

All our best wishes for a lovely bank holiday weekend and half term.

Yours sincerely,

Mr. C. Brown
Headteacher

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