



Together we will achieve.



2 November 2021

Family Consultation Meetings

Dear Parents and Carers,

Our Family Consultation Meetings will take place on **Wednesday 10th and Thursday 11th November between 3:30 - 6.45pm.**

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

Due to the ongoing coronavirus pandemic and a recent increase in infections across Milton Keynes, we are hosting our Family Consultation Meetings **online**, in a similar fashion to last academic year. Appointments will all be held 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 ensure you login to your appointment a little early**, and 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.

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	Mrs. Mundy
3	Maple	Mrs. Hathalia
3	Yew	Miss Kabir
4	Beech	Miss Dimmock
4	Poplar	Miss Evans
4	Hazel	Mrs. Nicholson / Mrs. Turvey*
5	Rowan	Miss Naseri**
5	Sycamore	Mrs. Vaike
5	Willow	Mrs. Osei
6	Ash	Mr. Allwood
6	Elder	Mrs. Naylor
6	Oak	Mr. Davis

*for parents of children in Hazel: 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. **Mrs. Nicholson will not be in school on Wednesday 10th November, so will instead be available on Wednesday 17th November.**

****Miss Naseri is will not be in school for the next couple of weeks. We will arrange Family Consultation Evenings for Rowan class when Miss Naseri returns to school.**

The Family Consultation Meeting is a great opportunity to meet and get to know your child's teacher, particularly if you have not had the chance to do so already. During the consultation, class teachers will give you an update on how your child has settled into their class during this first term of the academic year. The consultation is also a fantastic opportunity to discuss the next steps in your child's learning and how we can work closely together to ensure they make as much progress as they can in the upcoming months.

We very much look forward to welcoming you 'virtually' to our consultation evenings. Once again, if you have any questions about the booking process, please 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:

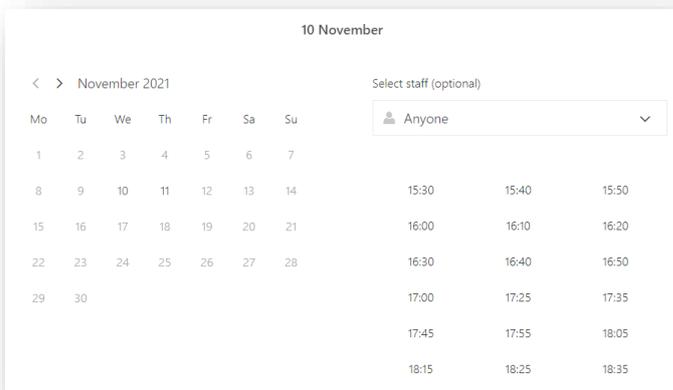
https://youtu.be/tknnx5yOk_Y

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 (10th or 11th November – 17th November for Mrs. Nicholson in Hazel class).



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

10 November

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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					

Select staff (optional)

Anyone

Mr. L. Allwood (Ash) Available

Mrs. T. Naylor (Elder) Available

Mr. D. Davis (Oak) Available

17:00	17:25	17:35
17:45	17:55	18:05
18:15	18:25	18:35

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

10 November with Mr. L. Allwood (Ash)

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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					

Select staff (optional)

Mr. L. Allwood (Ash)

15:30	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

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

Provide additional information

What is your child's name?
[Yellow box]

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.

Yours sincerely,

Mr. C. Brown
Headteacher

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