



The Priory School

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Dear Parents/Carers,

Year 11 Consultation Evening is calendared for Monday 1st February 2021 and we are keen that face-to-face contact be made between parent/carer, teacher and student at this important moment in your child's school career. It is our belief that where the number of physical visitors to school can be limited, that they should be, especially when we have access to technology that can replace a face-to-face appointment. Regardless of which tier we may find ourselves in in February 2021, we believe that this approach is in the interests of staff, students, parents and the wider community.

To this end, we have arranged for Year 11 Consultation evening to span over two evenings via Teams: Monday 1st February and Tuesday 2nd February. We are keen, this year that staff are able to make appointments with a larger quantity of students, due to the nature of 2020 and its challenges, and acknowledge that the use of technology can slow things down a little. Appointments will be made between 3.30pm and 6.00pm across both evenings; it is likely that appointments will run across the two days so thank you for your patience with this.

We have decided to use Teams rather than invest in further software. One of the features of other software is that there is a traffic light feature which means that appointments are cut off after the allotted period of time. We do not have this feature on Teams so please do not be offended if, in the interest of time keeping, a Teacher has to cut the conversation short or even terminate the call. Should this be the case and you feel that you need further time to discuss your child with their teacher, please make contact with that member of staff to arrange further time to converse.

Students will make appointments with their teachers, as usual, via the student planner. A slightly amended appointments sheets will be provided for students to glue into their planners and fill in. Teachers will then call you using Microsoft Teams at the allotted time, using your child's student email account. It is therefore very important that students have access to this email account so that the call can easily be made. If you do not have access to an electronic device that can access Teams, please contact your child's Form Tutor, who will support you in making telephone appointments.

Thank you for your support in adapting to this new system; we hope that it all runs smoothly and, as always, appreciate your feedback, following the event.

Yours sincerely,

Mrs R Shaw
Assistant Headteacher