



The Priory School

Headteacher: A Pope BA (Hons) PGCE MA
Longden Road, Shrewsbury,
Shropshire, SY3 9EE

01743 284000
info@tpstrust.co.uk
www.tpstrust.co.uk

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Dear Parents/ Carers

Year 8 Consultation Evening is calendared for Monday 1st March 2021 and we are keen that face-to-face contact be made between parent/ carer, teacher and students despite lockdown and partial school closure. 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. We believe that this remote approach is in the interests of staff, students, parents, carers and the wider community.

To this end, we have arranged for Year 8 Consultation evening to span over two evenings via Teams: Monday 1st March and Tuesday 2nd March. Appointments will be made between 3.00pm and 6.30pm across both evenings; it is likely that these 5 minutes appointments will run across the two days so thank you for your patience and flexibility 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 attached appointments sheet during a remote lesson. 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