



CHESSWOOD JUNIOR SCHOOL
Home of Bright Sparks
Chesswood Road Worthing West Sussex BN11 2AA
Head Teacher: Mr Andrew Jolley
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Tuesday, 30 March 2021

Parents' Consultation Meetings – Summer Term

Dear Parents,

Due to the current COVID-19 situation, consultations with your child's teacher will take place via telephone and bookings to be made in the usual way via SchoolsBuddy.

Tuesday 4th May, 3.50 pm to 7.00pm (last appointment 6.50 pm)

Thursday 6th May, 3.50 pm to 5.30pm (last appointment 5.20 pm)

Class teachers will contact parents by phone at the time slots that have been booked. A booking is only successful once you have received a confirmation email. Parents must be ready to receive the call at the allotted time. We will only call one parent – this will typically be the parent designated as priority 1. It is important that only one booking is made per child. Appointments will be strictly limited to 8 mins to ensure teachers can keep to the schedule.

Appointments for parents evening are available to book via Schools Buddy from Wednesday 31st March. Please login and go to the clubs sign up page <https://chesswood.schoolsbuddy.net/> In here, it will show the option for School Activities Signup then click on Parents Evening and then follow the instructions to select your child's class and time.

If you do not have access to Schools Buddy at home, please phone the school office to arrange an appointment. If a slot has already been taken then you will not be able to select that time any longer – it is organised on a 'first come, first served basis'. **Please ensure you note your appointment time at the time of booking, you will also be sent a confirmation email automatically, once the appointment is confirmed (if you do not receive an email, please ensure you have completed the booking and not just reserved the place).** Only one booking per child is permitted – where parents are divorced or separated the one meeting should only include the parent the child lives with for most of the time. That parent is expected and is responsible for communicating outcomes to the other parent as appropriate.

Appointments must be booked by Friday 30th April 2021.

Yours sincerely,

Chris Yelling

Assistant Headteacher