

# BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S J Moore

Head of School: Mrs S L Buttress

Abbey Road  
Bourne

Tel: 422163

10<sup>th</sup> February 2021

Dear Parent/Carer

## PARENT/CARER CONSULTATIONS

Following a review of our school 'live' COVID-19 risk assessment, we have taken the decision that the parent/carers consultations due to be held after February half-term will now take the form of telephone conversations. Whilst we would love to be able to hold face to face meetings we are sure that you will understand why this is not possible at this time due to school closure during this current National lockdown.

Your child's class teacher will therefore contact you by telephone. We will use the contact number for the first named parent/carers on our student information system. If you wish us to use a different number please email school on [BAP.enquiries@abbeyacademies.co.uk](mailto:BAP.enquiries@abbeyacademies.co.uk) stating your child's initials and class in the email subject header.

**Please note that appointments for these evenings will be available through the Parents' Evening Manager on ParentMail only.** You will be able to book your appointment from your smartphone, tablet or computer.

**Bookings will open at 7.00 p.m. on Thursday 11<sup>th</sup> February 2021.** You will be alerted once the booking system is open and will then be able to select the time (s) that are convenient for you for each class teacher. It's all very straight forward but if you need help you can visit the ParentMail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/). **Bookings will close on Sunday 21<sup>st</sup> February at 12 noon.**

**Please note that you will have to be registered on ParentMail to be able to book appointments - if you haven't received a registration email or text, please contact the school office.**

Once registered, if you have an Android or Apple smartphone, we highly recommend that you download the ParentMail App so that you can book appointments on your phone as soon as the booking system goes live. To do this simply search for 'ParentMail' in your App store. If you have any concerns or queries about the process please don't hesitate to contact the school office on 01778 422163 or by email on [BAP.enquiries@abbeyacademies.co.uk](mailto:BAP.enquiries@abbeyacademies.co.uk).

To ensure that staff are able to keep to their appointment times and not keep parents/carers waiting, calls will be limited to a maximum of 10 minutes. If there are still items to be discussed then a follow-up call will be made. We have allowed 10 minutes between each appointment, in order that teachers can make important notes in between appointments if necessary. We have

ensured that teachers can carry out telephone appointments when they are not on the rota to teach our keyworker and vulnerable children.

Once you have booked your timeslot you will receive email confirmation from ParentMail.

We may have already been in touch with you if we have felt that your child/ren have required more support and this is something that we will continue to do.

Please do not hesitate to contact us if you have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S L Buttress', written in a cursive style.

Mrs S L Buttress  
Head of School