



Head Teacher. Mr Colin Marks

8th October 2024

Dear Parents and Carers

Parents' Evening Tuesday 22nd October 2024 and Thursday 24th October 2024 - Online Appointment Booking

I would like to invite you to attend our Parents' Evenings on the 22nd and 24th October. This will be a chance for you to discuss how your child has settled into their new class and started this new academic year with us at OWPS.

If your child is in the Penguins, please note that Ms Porter will be available for appointments on Monday 21st October and Thursday 24th October.

All meetings will be online video appointments using the School Cloud system (same as before).

Each meeting will be ten minutes long and attached to this letter is some additional guidance of how the appointments will work. There is also a short video clip showing how it works for parents and teachers here (scroll down to the bottom of the web page):

<https://www.parentseveningsystem.co.uk/features-video-meetings.asp>

Once you have joined your child's meeting there will be a timer. The meeting will finish automatically after the ten minutes. Staff will start 'wrapping up' the appointment after about eight minutes.

If parents will be in different locations at the selected time, when the appointment is booked there is an option to invite someone else to join the meeting (you will need an email address for them). You can do this either at the time of the original booking or at a later point before the meeting. There is information about this option included in the link below.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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Appointments can be made from today at 1pm and will close 18th October at 3pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://ortonwistow.schoolcloud.co.uk/> and complete the logging in form with the required information to book your appointments from 1pm today.

If you do not have access to the internet or experience any technical difficulties, please contact the school office.

Yours sincerely

Colin Marks
Head Teacher

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