

Wednesday, 13th January 2021

Dear Parents/Carers,

Changes to 1:1 Zoom sessions – All classes

We have become aware that some children are having to wait for some time before accessing their 1-1 Zoom session with their teacher. In consequence we have decided to change the way we do this and I have arranged for parents to book a five minute 1:1 Zoom session for their child/ren to meet with their teacher, online via Tusaci <https://www.scopay.com/trinityroad-essex?redirect=true>. This can be done in the same way as you have done in the past when booking Learner Conferences. The sessions will now be on a Monday from 11am until 12noon and 1.30pm until 2.30pm. We are also planning to hold whole class sessions on a Friday so that the children can meet their friends and enjoy some whole class time together. Details of these will be sent out in a separate letter.

I do hope that by parents booking a time convenient to their own needs, this will prevent unnecessary waiting in the 'Zoom waiting room' and will allow children to continue with their learning until their appointment time is due. We are also hoping that this will help parents who are working from home.

Parents can continue to use the Zoom link that was issued previously for Wednesday's, however these sessions will now take place on a Monday with effect from 18th January up to and including the 8th February. We hope that this will enable teachers to help children with their learning at the beginning of each week.

It is really important to note that when Zoom prompts you to put your name in, you **use your child's name**, as this will help your child's teacher to identify who is in the waiting room, allow them into the session and then make sure that the sessions run more smoothly.

Please email admin@trinityroad.essex.sch.uk should you need help in booking a five minute session for your child.

Yours faithfully
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