



## Porthleven School.

Torleven Road

Porthleven

Helston

Cornwall TR13 9BX

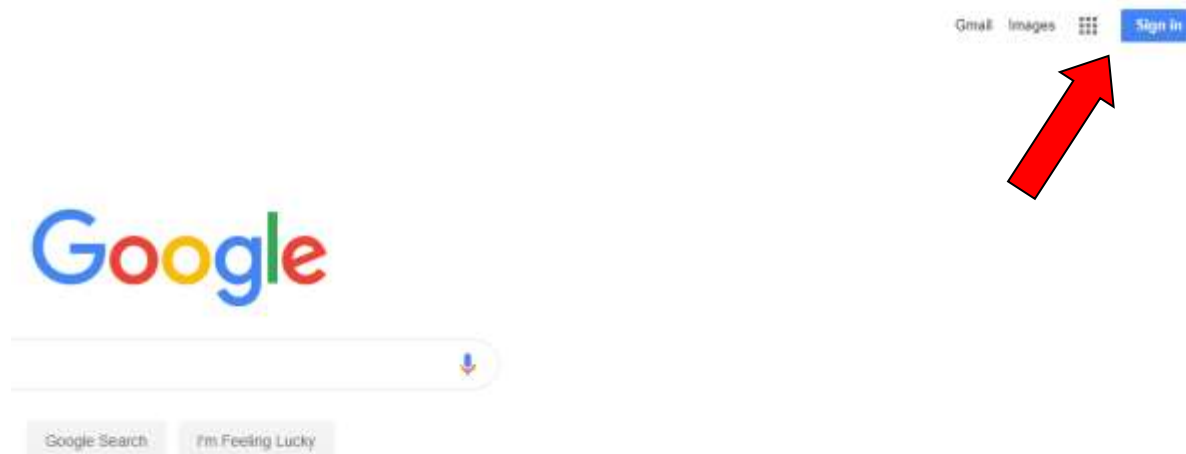
website: [www.porthleven.cornwall.sch.uk](http://www.porthleven.cornwall.sch.uk)

Dear Parent / Carer

18<sup>th</sup> September 2020

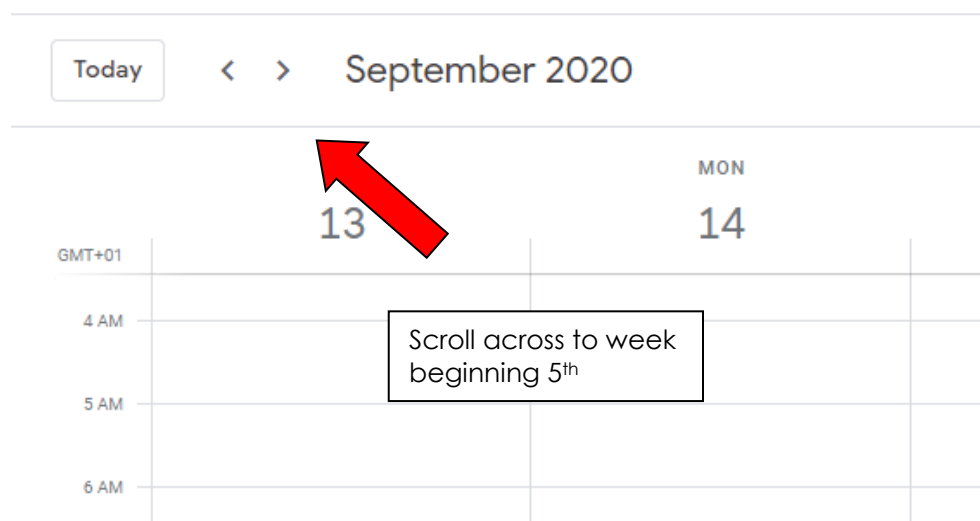
Over a two week period starting 5<sup>th</sup> October, there will be an opportunity for you to meet with your child/ren's class teacher to discuss how you and the school can support your child in catching up on missed learning during the school closure period. The meeting will also help the school prepare parents for online learning should your child be isolating at home for any length of time.

The school is now using Google to make and book appointments. You will need to sign into your child's Google account using the login details that your child has been given. To log into their account go to a Google Chrome homepage and click the blue "Sign In" the top right hand corner.

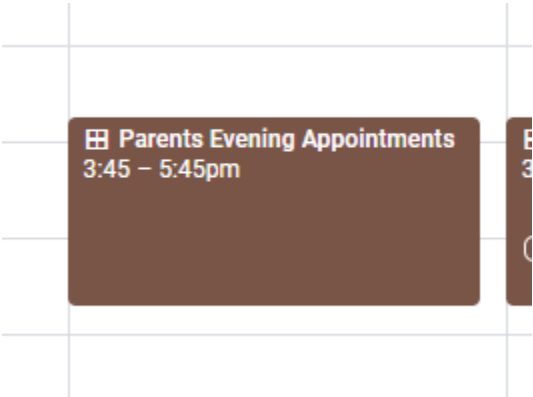


Once you have logged into their account please use the following link to access the parent evening calendar for your child's class:

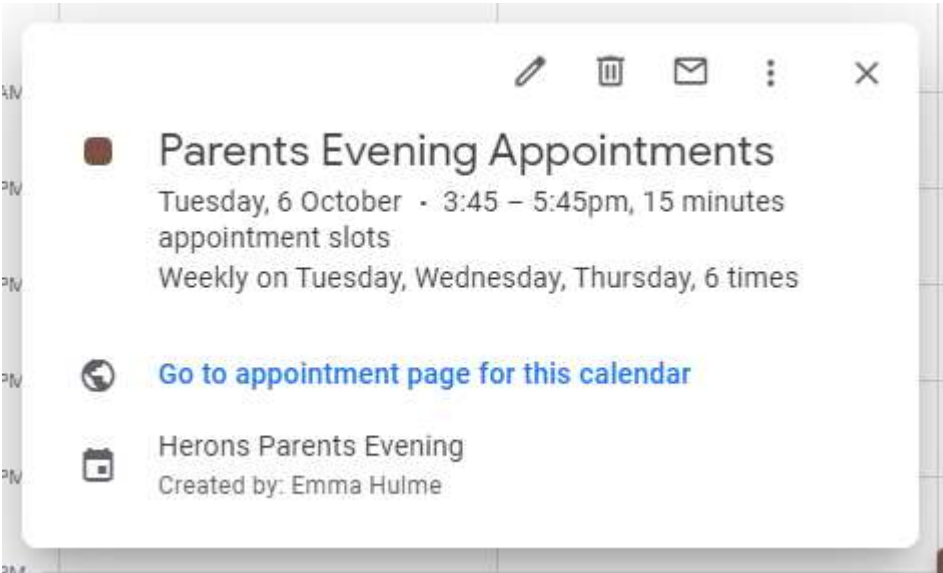
<https://calendar.google.com/calendar/u/0?cid=Y19hZGJbmRidDB2YzlnMzdydnFjc25jM3NuMEBncm91cC5jYWxlbmRhci5nb29nbGUuY29t>



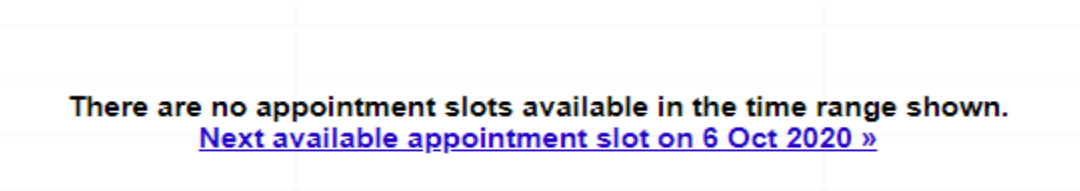
Next please chose your preferred day by clicking on the coloured block indicating parent meeting times.



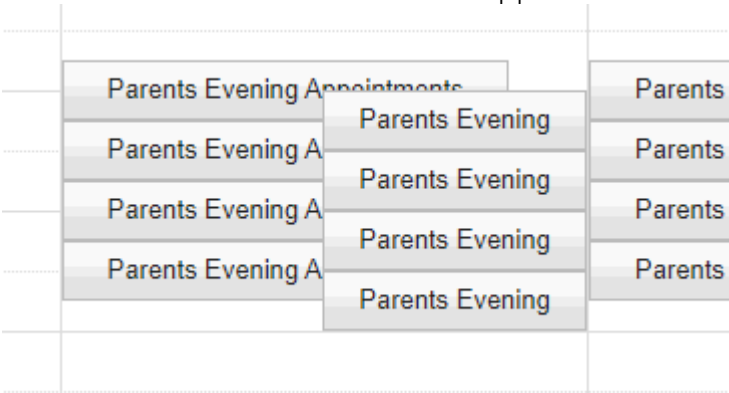
A pop-up text box should now appear - click on [Go to appointment page for this calendar](#)



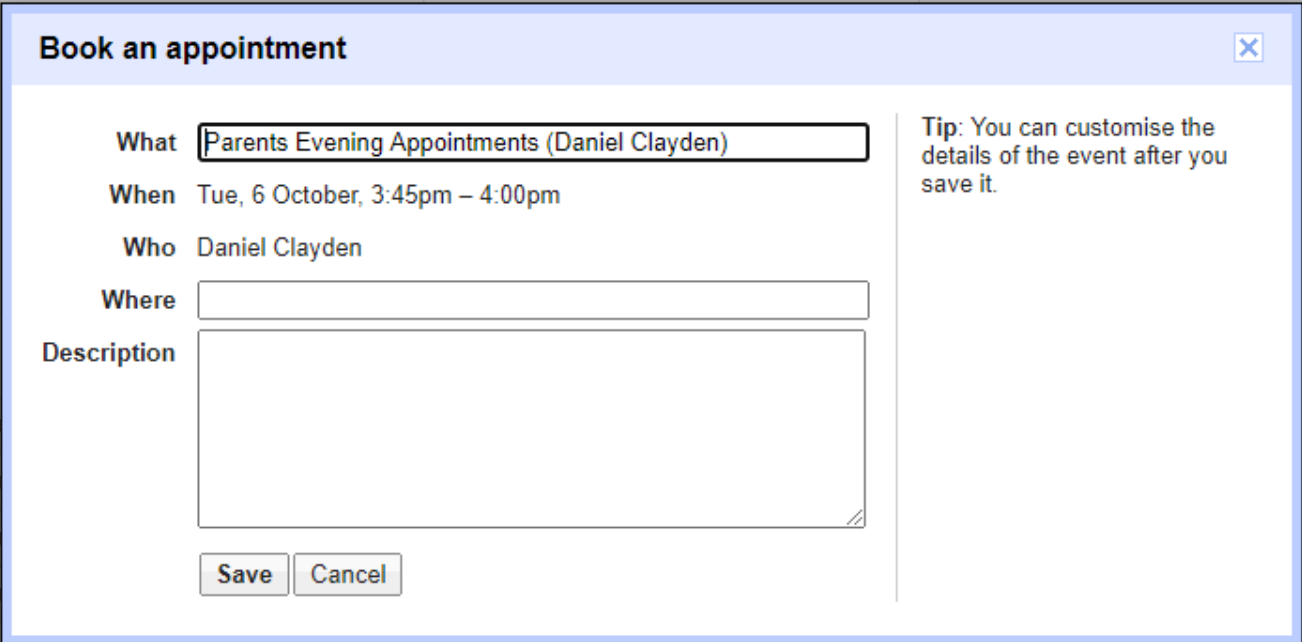
Next click on “Next available appointment”.



You should now see all the available appoint slots. Click on your preferred time.



The appointment pop-up box should now appear with your child's name on it. Please click save to book that appointment.



**Book an appointment** ✕

**What**

**When** Tue, 6 October, 3:45pm – 4:00pm

**Who** Daniel Clayden

**Where**

**Description**

**Tip:** You can customise the details of the event after you save it.

The appointment will be held in your child's classroom with seating 2m apart. Please wait outside the external entrance to the classroom. To minimise numbers only one parent may attend the appointment. Appointments will only be conducted if the parent is wearing a facemask. If you have a medical reason and are unable to wear a facemask appointments can be conducted on online using 'Google Meet'. To arrange this service please book an appointment using the booking system and contact the school office via email ([secretary@porthleven.cornwall.sch.uk](mailto:secretary@porthleven.cornwall.sch.uk)) of your wish to have an online meeting. We will then be able to send you the Google Meet link for you to use at your appointment time.

If you have any questions regarding this new process, please do not hesitate to contact the school office or speak with me on the school gate.

Yours sincerely,

Mr D Clayden  
Head of School