

Wingfield Primary School

Ensign Street, London, SE3 9GJ

Tel: 020 8856 1167

Email: wingfield@compassps.uk

Website: www.wingfield.compassps.uk



Executive Headteacher: Ross Silcock

Headteacher: Adam Wilson

Dear Parents/Carers,

This term we will be starting virtual parent sessions that focus on key areas of learning in Reception. The sessions will be run every other week and will be conducted through TEAMS. During the meeting you will be provided with a short explanation on how children in Reception develop and learn in this area. There will then be an opportunity to ask any questions that you may have on your child's learning in this specific area.

The first meeting will be on Thursday 8th October at 10.00 a.m. It will last for 45 minutes and the focus for this week will be Phonics.

If you would be interested in attending this virtual meeting, then please complete the attached form with the email address that you would like the TEAMS invite to be sent to by Tuesday 6th October at 9.00 am. Invites will then be emailed by 12pm on Wednesday 7th. If you do not receive the calendar invite, please do let us know. [Phonics Workshop – Fill in form](#)

Please be advised that as we are conducting this meeting via TEAMS your email address will be visible to all those that also attend the meeting. We will also be recording the meeting for those that are unable to attend, and we will post the recording on to Tapestry afterwards.

Instructions to download the Teams app:

1. In your email invite, select **Join Microsoft Teams Meeting**.
2. You have two choices:
 - **Download the Windows app:** Download the Teams app.
 - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away or go to a lobby where someone in the meeting can admit you.
7. You may also receive a blank email with a calendar invite at the top of the email. When you receive this, please select accept.

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During the meeting, please ensure your audio settings are muted to ensure that background noise is to a minimum. You are also able to switch off the video option if you would prefer to do this.

If you do have any questions during the meeting, there is a 'raise hand' tool that you can select to show that you have a question or you can type a question in the 'Chat' option on the toolbar.

If you have any questions about the meeting or would like any further information, please do not hesitate to get in touch with us via the school office or by emailing wfeyfs@wingfield.compassps.uk.

Kind regards,

Miss Travers

EYFS Phase Leader