



22nd April 2021

Dear Parents/ Carers

Parents Evening – Summer Term

This term, parents evening will be held via TEAMS on the following dates:

- Wednesday 28th April 2021 3.30pm – 6.00pm
- Thursday 29th April 2021 3.30pm – 5.00pm

Appointments will be in 10-minute slots and you can book your time slot by contacting the school office on 01902 556486. After the booking closing date your child's class teacher, or the school office, will send you the TEAMS link/ details for your meeting.

Please note all appointments must be booked by Tuesday 27th April at 1pm latest. Unfortunately, we will not be able to cater for any appointments booked after this as there will be a lot of preparation going on behind the scenes to set up all the TEAMS links needed.

Please note that appointment slots will cut off after 10 minutes so you will need to ensure you are in the virtual waiting room a few minutes prior to your appointment time. Should you need any more time you can arrange this with the teachers for another day.

Here is a small checklist which may be helpful for your meeting:

- ✓ Think about what you want to ask your child's teacher in advance – making some notes for yourself can help.
- ✓ Talk to your child about anything that is worrying him or her before meeting their teacher.
- ✓ Talk to your child about things that are working well in their class and share this with their teacher.

Yours faithfully,

Miss L Smith
Head Teacher

