



2nd December 2020

Dear Parents/ Carers,

Parents Evening – Autumn Term

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

- Wednesday 9th December 3.50pm – 6.00pm
- Thursday 10th December 3.50pm – 5.30pm

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 zoom link for your meeting. **All appointments must be booked by Monday 7th December at 4pm 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 zoom 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. It would also be helpful if you think about what you want to ask your child's teacher in advance – making some notes for yourself can help; and talk to your child about anything that is worrying him or her or that they are finding difficult before meeting their teacher to ensure you get the most out of your appointment time.

Please note, Autumn Term reports will be sent out on Friday 4th December.

To book a timed 10-minute slot at one of our Virtual Parent Evenings, please contact the school office on 01902 556486 or in person.

Yours faithfully

Miss L Smith
Head Teacher

