



Headteacher : H.Portrey

Tel: 01604 761456
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October 2020

Dear Parent/Carer

PARENTS' EVENING – MONDAY 16th and WEDNESDAY 18th November 2020

Due to the ongoing restrictions caused by Covid 19, we have decided to conduct our Parents' Evening meetings via telephone rather than in person.

Telephone meetings will be available with your child's teacher on two separate evenings. We ask that you can be available to receive the call between 3:30pm and 6:00pm on your allocated evening. Please indicate, on the slip below, the day you would find most convenient and we will do our best to accommodate you. Each appointment will last for approximately 10 minutes.

Unfortunately, it will not be possible to allocate individual time-slots within the hours available on these evenings. If calls are not answered, we will move onto the next person, and try again later. We apologise that we cannot be more specific. Please be aware the call may be from a private number as teachers could be using their own mobiles to make these calls.

Thank you for your understanding and support at this time.

Yours faithfully

H Portrey
Headteacher

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PARENTS' EVENINGS – MONDAY 16th November and WEDNESDAY 18th November 2020

Please return to your child's teacher **no later than Monday 2nd November**

I would like a telephone meeting on

Monday 16th November

OR

Wednesday 18th November

Child's name Class

If you have another child in the school, please complete the information below and we will try and get your time-slots close together.

Child's Name Class

Parent/Carer Signature Date

Parent/Carer Name

