

Wednesday 11th November 2020

Dear Parents and Carers,

Parent Teacher Conversations

In a change to our previous arrangements, we will be holding our first Parent Teacher Conversations of the year from Monday 16th November. With restrictions in place preventing parents attending meetings on site, this year these conversations will take place during a booked time slot phone call, where you can discuss your child's progress and how they have settled back in to the school routine.

Each class will have a different day for appointment slots, where calls may be made using a withheld number, so please ensure that you make a note of the time slot you have chosen for your child conversation. There will be time slots available for during the school day as well as for after school. Your child's class teacher will telephone at the allotted time and keep to a strict 10 minute limit.

Parents will need to book their own appointment slot on **ParentMail**, the booking system is now live and you will have received a notification of this via **ParentMail**. The booking window will close one day before the sessions begin. You will not be able to book an appointment after this time.

If you have not signed up to **ParentMail** yet, please contact the school office and they will be able to send you a registration link.

If you have more than one child to make an appointment for, please evenly space your chosen appointment times across the classes of other siblings in school, as a range of suitable appointments will be available for each class.

Yours sincerely,

Mrs D Morris
Deputy Headteacher

