



Dear Parents/Carers,

We will be holding a Parents Evening event on **Thursday 22<sup>nd</sup> October**, between **3.30 – 6.30pm**.

Due to the ongoing pandemic, we are unable to hold Parents Evening as we normally would in the school hall. Instead, your appointment will be a 5-minute telephone call with your child's class teacher to have a quick discussion on how they have settled into their new school year. **If you are happy with the communications you may have at the gate with staff and have no concerns then you do not need to book an appointment.**

We will again be using the online booking system, which we used last year. Attached to this letter is a clear guide on how to book an appointment. The booking system will go live at **3pm** on **Friday 16<sup>th</sup> October** and close at **3.45pm** on **Tuesday 20<sup>th</sup> October**, so please ensure you are quick to book appointments, as we will not be able to add or amend any appointments after this time.

If your children are in a family where parents are no longer together, but both parents would like separate appointments to speak to the class teacher, then please ensure the office are made aware of this before **12pm** on **Friday 16<sup>th</sup> October**. We are not able to make amendments after we have set the system live, which means only one parent will be able to book an appointment.

Please note that teachers will be under strict time constraints, so your child's teacher may not have time to answer all the questions you may have. If this is the case, we will endeavour to contact you after half-term to discuss any concerns you may have.

If you have any questions, please do not hesitate to contact the office on 01384 816865, to speak to someone who will be happy to help.

Yours sincerely,

Miss Simmons  
**Acting Headteacher**



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