



Dear Parent/ Carer

Due to the current crisis, parent's evenings will need to be very different this year.

Parent's Evenings will take place over the phone from Monday 12th October until Friday the 23rd October. Appointments will be for approximately 5 minutes and it important to keep to these times to avoid delays for other parents. Should you have any specific concerns that require a longer discussion, please contact the school office to arrange an appointment at another time.

If you are unable to speak to your child's class teacher in any of the times slots available, please indicate on the form below what times you may be available and we will try and arrange a suitable time.

To ensure you receive an appointment to speak to your child's class teacher, please return this form stating the date and the preferred time on that date, along with an alternative date, no later than **WEDNESDAY 7th OCTOBER**.

Yours sincerely

Mrs L Tomlinson
Head of School.

Childs Name: _____ Class _____

I would like to book the following Parents Meeting appointment time:

Date	Time	Alternative Date	Alternative Time
	3.30pm – 3.40pm		3.30pm – 3.40pm
	3.40pm – 3.50pm		3.40pm – 3.50pm
	3.50pm – 4.00pm		3.50pm – 4.00pm
	4.00pm – 4.10pm		4.00pm – 4.10pm
	4.10pm – 4.20pm		4.00pm – 4.20pm
	4.20pm – 4.30pm		4.20pm – 4.30pm

I am unable to speak to my child's class teacher on any of the times available.

I will be available on the _____ (Date) at _____ (Time)