

Dear Parent/ Carer

Due to the rising numbers of Covid cases in the area, Parents' Meetings will not take place in school this term. Parents' Meetings will take place over the phone on Tuesday 2nd & Wednesday 3rd November. Appointments will be for approximately 5 minutes and it is 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.

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 and time, and the preferred telephone number you would like us to contact you on, no later than **10am on Thursday 21st October**.

When the current numbers begin to fall and things begin to settle again, we will be arranging an Open Evening Event where you will be able to come into school and look at the work your child is producing.

Thank you for your continued support

Yours sincerely

Mrs S Hall
Executive Head Teacher

Childs Name: _____ Class _____

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

Tuesday 2 nd November	Time	Wednesday 3 rd November	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

The telephone number I would like to be contacted on is:

Signed _____ Date _____



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