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5.10.21.

### **Parents' Evenings – October 2021**

Dear Parents/Carers,

We are delighted that our children are settling back into school so well. We have discussed the possibility of inviting parents into school for parents evening this term. It has been so long since you were able to come into school and we really want you to have the opportunity to look at your child's work as well as talk to their teacher. We feel that this is something we can offer at this time with an additional risk assessment in place. The Risk Assessment can be found below this letter on our website. By booking an appointment, you are agreeing to follow this risk assessment.

To assist with arranging the meetings, we are using a system where parents can book their appointment online. There are two evenings for parents to choose from for their appointment:

**Monday 18<sup>th</sup> October 3.40pm – 6.30pm**  
**Thursday 21<sup>st</sup> October 3.40pm – 6.30pm**

The option for **Badger Class** parents will be Monday remote only and Thursday in school. An additional link will be sent just to Badger Class to meet with Miss Roper remotely on the Monday instead of coming into school please only book one slot – remote on Monday or in school on Thursday.

For **Dolphin Class**, Mr Askew will be the teacher parents will meet with whilst Mrs Chisholm remains absent. Her name will appear when you book your appointment but it will be with Mr Askew.

For **Tiger Class**, Mr Ord will hold his parents' evenings on **Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> November** in school.

Later today, we will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.

2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.

3. Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.

4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.

5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

Please make sure you book your parents evening as soon as possible to ensure you get the best time for you. Appointments must be booked by **Friday 15<sup>th</sup> October**.

Yours sincerely,

Mrs Hallsworth

Head of School