

19th October 2020

Dear parent / carer

Parents' Consultation Appointments Autumn 2020

I am writing to update you about the arrangements for our parents' consultation appointments for the Autumn term, following the completion of the survey a few weeks ago. As you will appreciate, the format for these appointments are considerably different to those held in previous years due to the current situation with the Coronavirus.

Following the completion of the online survey, our teaching team will now collate this information together and allocate your appointments between Monday 2nd November – Friday 13th November.

Telephone Appointments only

Your child's class teacher will notify you of the date and time window when they will call. This information will be shared via your child's planner before the end of term (Friday 23rd October). These calls will last up to 10 minutes only. Please make sure your contact details are up to date with the school office.

Virtual Online Meetings only

Your child's class teacher will notify you of the date and time of the online meeting via MS Teams. Please wait in the lobby and the teacher will accept you into the meeting. This information will be shared via your child's planner before the end of term (Friday 23rd October). These virtual meetings will last for up to 10 minutes only.

Please ensure you are in a safe, quiet space for these meetings as the information we share with you is confidential between the parent and teacher.

Written Reports only

All written reports will be sent out on **Friday 13th November** either via email or via paper copy depending on your request.

I would like to express my gratitude for your continued support with these arrangements and we hope they will run as smoothly as possible.

Kind regards,

Mrs Julie Casswell

Mrs Casswell
Principal
St. Peter's CE Academy