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16<sup>th</sup> March 2021

Dear Parents and Carers

At this time of year, we would normally be inviting you into school to discuss how your child's progress and give you an opportunity to view some recent work. As you can appreciate, once again, parent meetings will have to take place in a different format – either by telephone or via an online meeting using Microsoft Teams.

In order to set this up, the following stages need to take place:

- 1) A message will come out to parents via ClassDojo asking for a preferred method of meeting. We ask that you respond directly to the class teacher with one of the following options:
  - Telephone call
  - Microsoft Teams
- 2) As in previous years, parents will be able to book a time slot using [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) Click on 'MAKE A BOOKING' and the event code is **8ma93**
- 3) On the day of the parent meeting, the class teacher will make contact via the option given at stage one. We will use the information held by school e.g. home/mobile telephone numbers to make contact. If a Microsoft Teams meeting is selected, an invitation will be sent to the contact email address held on file. Parents may have to download the Microsoft Teams app to complete this process.

This term, parent meetings will take place on **Tuesday 30<sup>th</sup>** and **Wednesday 31<sup>st</sup> March between 3:30pm and 6:30pm.**

Due to the anticipated number of calls/meetings that will have to take place, each appointment will have to be limited to just under ten minutes to allow for the time needed to connect to the next meeting. Please be understanding that this will be new to everyone and so there is potential for meetings to begin later than scheduled.

Kind regards,

Kate Mather

Headteacher