



Friday, 26 February 2016

### Parents Evening March 2016

Dear Parents and Carers,

Parents evenings for this term, to meet your child's teacher, will be on **Monday 21<sup>st</sup> March** and **Tuesday 22<sup>nd</sup> March from 3.30-5.30pm.**

Whilst we strive to accommodate every parent seeking an appointment, we are keen to look after the wellbeing of our teaching staff. We noticed at the last parents evening that a number of parents made appointments outside of the allotted slots, therefore we have increased the amount of slots available and have given more time in which parents can make the necessary arrangements to attend. Please note that teachers will not be available on any other days or time slots for parent evening appointments and that we do not have the capacity to offer separate appointments for split families.

We have also changed the way in which appointments are made so that teachers will no longer take on the administration. We will be using the texting system to make appointments.

Slots available are: 3.30-4.00, 4.00-4.30, 4.30-5.00 and 5.00-5.30. Appointments are for ten minutes and the last appointment time is 5.20pm.

To make an appointment, please text your **child's class, child's name, date & preferred time slot** to the school number (07797801419) e.g., 2E, John Smith, Tuesday 4.30-5.00. We will do our best to accommodate everyone.

Please send your text **BY TUESDAY 1<sup>st</sup> MARCH** so that the office staff can collate all the information and text you your appointment time by 4<sup>th</sup> March - allowing you time to make arrangements to attend.

If you do not have a phone at the moment, please communicate in writing through the front office.

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Yours sincerely

Stephen Wood

Head Teacher