

Headteacher: Mrs Lynn Torrance



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23<sup>rd</sup> September 2020

Dear parents and carers,

### **Parental Consultation Meetings – November 2020**

Most of you I know will have met your child's teacher briefly informally at the classroom door in the mornings or after school. While it is not possible for us to invite parents and carers into school for meetings as we usually would in the Autumn term, we would like to offer all families an opportunity to speak to your child's teacher on the telephone. This will be an opportunity for you to share any information about your child with us, discuss any concerns, ask questions and share how your child is getting on in school.

During the first week back to school after half-term, class teachers will be available to make phone calls on Tuesday 3<sup>rd</sup> November, Wednesday 4<sup>th</sup> November and Thursday 5<sup>th</sup> November between 3 and 5pm.

If you would like to receive a phone call, please complete the Google form using the attached link to explain your preferred day and time. Although it will not be possible to provide an exact time for the phone call we will provide hour intervals. If you are not available when your child's teacher calls, they will attempt a second time. If you are not available on the second attempt, please email the office to make an appointment for an alternative, mutually convenient time.

<https://forms.gle/tWikHgVCXWfjYKsq6>

Kind regards

A handwritten signature in black ink that reads 'Lynn Torrance'.

Lynn Torrance  
Headteacher