

9<sup>th</sup> October 2020

**Virtual Parent & Carer Evening**

**Tuesday 20<sup>th</sup> October & Thursday 22<sup>nd</sup> October 4pm-6pm**



Dear Parents and Carers,

We would like to invite you to a virtual Parent & Carer Evening appointment on either Tuesday 20<sup>th</sup> October or Thursday 22<sup>nd</sup> October between 4.00pm and 6.00pm to discuss how your son or daughter has settled back into school since September.

The evening is an opportunity to meet with your child’s class teacher, teaching assistants and other members of the school team to discuss their learning and share how things are going both at school and at home.

This year, due to local restrictions, we will be running our appointments virtually via Microsoft Teams or via a phone call.

Please complete and return the attached slip to your class teacher or email the class teacher, indicating your preferred time and preferred communication method for the appointment. The class teacher will endeavour to accommodate your request, however if the requested time is not available you will be offered the nearest available time slot.

Your class teacher will contact you with the time and date offered clearly stated. If this time is not suitable, please contact the class teacher who will happily arrange a more convenient time to meet with you.

Yours sincerely,

**K.Clegg**

Kailey Clegg

Deputy Headteacher

**Please return to class**

I would/ would not (delete as applicable) like to arrange an appointment at the Virtual Parent and Carer evening to discuss how my child has settled back into school.

Please tick preferred date: Tuesday 20<sup>th</sup> October  Thursday 22<sup>nd</sup> October

Please tick preferred time: 4.00pm-4.30pm  4.30pm-5.00pm

5.00pm-5:30pm  5.30pm-6.00pm

Please tick preferred appointment method: Microsoft Teams Call  Phone Call

Pupil Name:..... Class:.....

Parent/Carer Signature:.....



**Headteacher:** Mr Kieran Welsh Harrington Road, Chorley, PR7 1JZ. **Tel:** 01257 262227

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