

Monkton C. E. Primary School



5th October 2020

Dear Parents and Carers,

I am writing to inform you of the arrangements for the October Parent/Carer Consultation meetings. As I am sure you can appreciate, this will need to be arranged in a way that is very different from anything we have done in the past due to the current situation.

Our main aim is to ensure you, as parent/carers, have the opportunity to discuss your child as well as ensuring that we keep everyone as safe as possible.

It is for this reason that we are going to offer virtual meetings through Zoom. Hopefully, you will have access to a device that allows this, as Zoom meetings can be held on phones, tablets and PCs.

The plan is that you will have a selection of time slots for the consultation meetings. They are in the table below and we would like you to rank them in your preference order. So please send an email back to me stating which slot you would like as your first choice, which one second etc.

The slots will be allocated on a first come, first served basis.

I am really sorry, but we are not able to guarantee that you will be able to have your first choice as the slots have to be even more carefully timetabled due to the nature of having virtual meetings. Therefore, it is important that you state other preferences.

It is also vital to stick to the allocated 10 minutes maximum meeting time, for the same reason.

Date	Time	Please number to rank your choice
Monday 12 th October	3:20pm - 4:50pm	
Tuesday 13 th October	3:20pm - 4:50pm	
Wednesday 14 th October	1:10pm - 2:40pm	
Wednesday 14 th October	3:20pm - 4:50pm	
Wednesday 14 th October	5:20pm - 6:50pm	
Thursday 15 th October	3:20pm - 4:50pm	

Please fill in the above table and email it back to me as soon as possible. I will then email you nearer the date with your exact meeting slot and the joining instructions for Zoom.

If you have any problems with the technical nature of the proposed consultation meetings, please email to let me know and I will try and work with you to find a solution.

I am looking forward to our consultation meeting.

Yours sincerely,

Class Teacher
Email -