Dear Parents of Year 4 Children September 2020

Around this time of year we generally start to plan our Autumn Term Parents’ Evenings. For obvious reasons it is not going to be possible to hold face to face meetings in the same way as we have in the past. However, we feel strongly that it is more important than ever this year to have the opportunity for some formal communication between home and school.

We are therefore proposing to hold these meetings via telephone. This will give your child’s teacher the opportunity to share with you how your child/children have settled back in to school, their attitude to learning, progress and targets in English and Maths and some of the plans for the year ahead.

The phone calls will be made over the last two weeks of this half term (12 – 23October). These should last around 5 – 10 minutes per child. If there is more to discuss than can be fit into 5-10 minutes the teacher will politely bring the call to an end and arrange to call you back at another time. Please do not be offended by this, but as with normal parents’ evenings, if we allow meetings to run on then other parents are left waiting. If you have more than one child in a class the teacher will hold the meetings back to back. However, if you have children in different classes the calls may take place on different days. Below you will find time slots for these calls and we are asking that you indicate when you would be available. You may also specify a time within a slot that suits you – so if the slot is 4pm to 6pm you could specify ‘after 5pm’ for example. We will then confirm via text which time slot we will call you in. Please also indicate in the box which phone number you would like us to use to contact you.

If you require an appointment to see myself or Mrs Smith please indicate this in the comments box and we will contact you.

We are sending this out well in advance as this is the first time we have organised meetings in this way and I can imagine there will be quite a bit of sorting and tweaking to contend with. Therefore, we would appreciate replies by this **Friday, 2 October** to allow teachers the time to arrange appointments effectively.

Please note different arrangements are being made for our Reception class and we will contact you separately.

Many thanks

Julie Paisley

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| Time Slots | Please tick when you are available and specify any preferred times (you may tick more than one slot).  |
| Monday 12 October, 2.30pm – 4.30pm |  |
| Thursday 15 October, 5pm – 7pm |  |
| Monday 19 October, 3pm – 5pm |  |
| **Phone number:** |
| Comments: |