October 2020

Dear Parent/Carer,

**Year 1 to Year 6 Parent/Carer Consultations**

**Tuesday 13th / Wednesday 14th October 2020: 3.45pm – 6.00pm**

Parent/Carer consultations will be held online using Microsoft TEAMs this half term. You will have the opportunity if you so wish, to request a 5-minute appointment with your child’s class teacher on either Tuesday 13th or Wednesday 14th October to discuss how well your child has settled into school this term.

If you want to make an appointment with your child’s class teacher please complete the request form below. *You will receive an appointment notification via Microsoft TEAMs to your child’s email address.*

It is essential that discussions are limited to five minutes to enable your child’s teacher to meet with all parents requesting a meeting. If you feel that because of any particular requirements that you require a longer meeting, please arrange a separate appointment at a mutually convenient time.

If you have requested a remote meeting with a member of staff, please ensure that you have installed the necessary software prior to the consultation as technical support cannot be given. If you are unable to access the remote meeting, staff will endeavour to arrange an alternative opportunity at a later date.

***Please use your child’s Hwb account and ensure it is registered with your Microsoft TEAMs application.***

At the time of your appointment, the class teacher will video call you on Microsoft Teams.

Yours sincerely,



AJ Gilbert

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Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to book a 5-minute appointment on Tuesday 13th October or Wednesday 14th October via my child’s Hwb account on Microsoft TEAMs.

Please indicate your preferred day should availability allow:

Tuesday 13th October [ ]

Wednesday 14th October [ ]



Signature: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_