

November 2024

Dear Parents/Carers,

Parents/Carers' Learning Reviews - Autumn Term 2024

I should like to invite you to attend a parents/carers' appointment to meet with your child's class teacher and discuss how they have settled into their new class and the early progress they have made with their learning at this stage in the school year.

You can select either a 'face-to-face' meeting or a Microsoft TEAMS meeting. Teachers will do their best to accommodate your preference, but please understand that this may not always be possible, in view of the number of appointments they are scheduling. The number of appointments also means that their length is restricted to 10 minutes. Please help teachers run their schedules successfully, by being mindful of the need for your meeting not overrunning.

Appointments are scheduled over two evenings:

- **Wednesday 20th November 2024, 4.00 – 6.30 pm**, option of either a 'face-to-face' or a Microsoft TEAMS meeting.
- **Thursday 21st November 2024, 4.00 – 6.30 pm**, option of either a 'face-to-face' or a Microsoft TEAMS meeting.

Please complete the slip below to arrange an appointment. Microsoft TEAMS meetings will be run through your child's school email account. Teachers will send you a TEAMS invite to their email address.

We look forward to meeting with you shortly.

Kind regards,

Richard Siviter (Head Teacher)

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Name of child: _____ Class: _____

Preferred appointment day / format (tick box to indicate preference):

Wednesday 20th November, 4.00 – 6.30 pm – 'Face-to-face' meeting

Wednesday 20th November, 4.00 – 6.30 pm – Microsoft TEAMS meeting

Thursday 21st November, 4.00 – 6.30 pm – 'Face-to-face meeting

Thursday 21st November, 4.00 – 6.30 pm – Microsoft TEAMS meeting

Please send your completed slip back into school with your child, to hand in to their class teacher