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Chair of Governors: Mrs S Brookes  
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## AUTUMN 2020 PARENTS' EVENING

1<sup>st</sup> October 2020

Dear Parent or Carer

Due to the current situation, we are going to do Parents' Evening slightly differently this time. Instead of our usual face-to-face meetings, we are offering virtual meetings via **Zoom**. These will take place on **Tuesday 13th October & Wednesday 14<sup>th</sup> October, from 4:00pm – 5:30pm**.

Your child's class teacher will discuss how well they've settled back into school; focusing on their engagement, wellbeing, academic achievement and behaviour.

If your child has SEND, you will have already received a separate invite to their review meeting. Otherwise, please follow the appropriate link below if you would like to book an appointment:

- Miss Burgess (Ash): <https://forms.gle/WqMp5PxuW86VdsKT9>
- Mrs Harrison (Willow): <https://forms.gle/JiUEQRA8ovrfigpC9>
- Mr Borg (Rowan): <https://forms.gle/eCmA7HrK3YZQfWQ59>
- Mrs Coulson (Sycamore): <https://forms.gle/ZYh81NJG7JjSm5eq9>
- Mr Hartley (Oak): <https://forms.gle/wUA4AZVyUPIvN4P6>

Use the link to request a slot (e.g. 4:00 – 4:30pm) and enter any questions you have (this will help us prepare for the meeting and avoid wasting time). Each meeting will take 5 minutes only and we have to be strict with timings. Your child's class teacher will confirm your exact time and send the link via email. Please log on shortly before your meeting is due to start and wait in the 'waiting room'. You will be admitted when the previous meeting has finished.

Although we have all being using Zoom for the last 6 months, this is the first time we have done anything like this. We apologise in advance for any technical issues! After the meetings have taken place, we will send a short survey out to capture your feedback on the success of this format.

Thank you for your patience and understanding. If you have any questions, please do not hesitate to get in touch.

Yours Sincerely

 Mr Gaughan

