



Inspiring each other to achieve success

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Headteacher: Mrs A Ruff BEd Hons, MA Ed, NPQH



21<sup>st</sup> February 2022

Dear Parents and Carers,

**Parents Evenings – Booking appointments**

Our Parents Evening this term will be held on Monday 14<sup>th</sup>, Tuesday 15<sup>th</sup> & Wednesday 16<sup>th</sup> March 2022.

Parents Evening appointments will take place online via Microsoft Teams. Each appointment is 10 minutes long, and we do need to run to time to allow us to set up and be available for the next appointment online, so we kindly ask you to assist us with staying on schedule. If your child has parents from different households, please if possible co-ordinate and find a mutually agreeable time and we will arrange for the appointment invite to be sent to both parents. **If this is not possible please contact the school office.**

To book an appointment with your child’s class teacher you will need to access the link that will be sent to you via a text message and/or email, enabling you to book the slot that you require. The online booking facility will be available from 12noon on Monday 28<sup>th</sup> February and close at 12noon on Monday 7<sup>th</sup> March. Please look out for your text/email on that day, the sooner you log in the better choice you will have.

Once the Parents Evening booking has closed you will receive a further email from the school office which will contain the Microsoft Teams invite link and further instructions. In the meantime, if you plan on using a mobile phone, iPad or tablet please download the free Microsoft Teams app.

If you have problems with access to the internet, please let the office know.

Yours sincerely,

*A. Ruff*

A. Ruff (Mrs)  
Head Teacher

