ST. PATRICK'S CATHOLIC VOLUNTARY ACADEMY.
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Headteacher: Mrs T Lane

17th November 2020

PARENT/CARER TEACHER CONSULTATION MEETINGS

Dear Parent/Carers,

We have been advised that due to coronavirus, our consultation meetings this term will take place via Microsoft Teams. You will need to download this onto your device at home; please download Microsoft Teams now and get used to it so that if you have any problems we can try to help.

All children have been given school email addresses for us to contact you. Please check that you have your child's email address that we sent out. If you cannot find it, please contact school as soon as possible to have it sent again.

We intend to have the meetings on THURSDAY 17TH DECEMBER BETWEEN 1.10PM-7PM via Microsoft Teams by appointment only.

This is an opportunity for you to speak to your children's teachers and find out how they are progressing.

Please complete and return the slip below indicating a preferred time.

Appointments will be no longer than 10 minutes, as they are electronically timetable the connection will cut off after this time in readiness for the next parent's appointment. You will need to be ready to begin your appointments to start promptly at the arranged time so that you have a full 10-minute session. Unfortunately, delayed or missed appointments can't be rearranged.

Appointments will be given on a first come, first served basis, and as close to your chosen time as possible. We will do our best to meet parent's preferences but this may not always be possible due to the number of requests for a particular time.

Please indicate if you have a child in another class and PLEASE RETURN THE REPLY SLIP BY POSTING IT IN THE BOX OUTSIDE THE SCHOOL OFFICE, PLEASE RETURN SLIPS BY FRIDAY 27TH NOVEMBER 2020.

We will then send you a specific appointment time for your child/ren.

Kind regards,

Mrs Tracy Lane, Headteacher

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PLEASE POST IN THE BOX OUTSIDE THE SCHOOL OFFICE BY FRIDAY 27TH NOVEMBER, THANK YOU

NAME OF CHILD	CLASS	Please tick ✓ the box for your preferred time					
		THURSDAY 17TH DECEMBER					
		1.10-2pm	2-2.50pm	3.30-4.30pm	4.30-5.30pm	5.30-6.30pm	6.30-7pm