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

24th May 2021

PARENT/CARER TEACHER CONSULTATION MEETINGS

Dear Parent/Carers,

As we were in national lockdown during the last term we postponed the parent teacher consultation sessions. We have rebooked them for Thursday 10th June from 1.10pm onwards. As in the Advent Term, these will take place via Microsoft Teams. Using technology in this way can present challenges for us all and I think we all learned a lot from the last time. Thank you for your patience and engagement with the process. Please complete the slip at the bottom of this letter and return it to school by **Friday 28th May 2021.**

We will send a link to your consultation appointment on your child's Seesaw account for you to click on and we will let you into the meeting at the correct time. Please make sure you can access Seesaw before Friday 28th May and let us know if you are having any difficulties.

We intend to have the meetings on THURSDAY 10TH JUNE 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 (put all siblings on one slip) 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 - NO LATER THAN FRIDAY 28TH MAY 2021.

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 28TH MAY, THANK YOU

NAME OF CHILD	CLASS	Please tick ✓ the box for your preferred time					
		THURSDAY 10TH JUNE					
		1.10-2pm	2-2.50pm	3.30-4.30pm	4.30-5.30pm	5.30-6.30pm	6.30-7pm