



New Close Primary School
An Acorn Education Trust School

Executive Headteacher: Mr S Porter
Headteacher: Mrs L Kilminster

25th March 2021

Dear Parents/Carers

Parent/Teacher Meetings

I would like to invite you to a meeting with your child's teacher. The purpose of the meeting is to discuss how your child has settled back into school following lockdown, discuss where your child is academically and set targets for the year ahead. These meetings are for parents/carers of children in Reception through to Year 6 and provide an essential part of our reporting arrangements to you.

The meetings will be conducted via TEAMS video links, using the Outlook 365 log ins your child used for their live lessons in lockdown.

The dates for these meetings are: **Tuesday 20th April and Wednesday 21st April (3.30pm-6pm)**. Each appointment will be no more than 8 minutes to allow teachers to move onto the next meeting.

To book an appointment please contact the school office by phone (01985 212304) to arrange your child's appointment. Appointments are allocated on a first come, first served basis – so please contact the office promptly. The deadline for this will be **Wednesday 31st March**. Once you have booked your time with the office this is a confirmed appointment.

Your child's teacher will send you a TEAMS invite the day before your scheduled appointment. You must accept the invite in order to access the meeting at the allocated time.

We look forward to meeting with you.

Yours faithfully

Mrs Louise Kilminster
Headteacher

New Close Primary School
30 Imber Road, Warminster, Wiltshire BA12 9JJ
Telephone 01985 212304
Email office@newclose.wilts.sch.uk



New Close Primary School is a trading name of Acorn Education Trust, a private charitable company limited by guarantee. Registered in England and Wales. Company No. 7654902.

