

November 2020

Dear Parent / Carer,

VIRTUAL PARENTS EVENING – THURSDAY 26TH NOVEMBER

This year we will be conducting all our parents evening appointments virtually, via Microsoft Teams or telephone. For students with an Annual Review this half term, this meeting will replace the appointment so you are not required to return a slip.

Please kindly complete the attached slip with your preferred time slot and return it to the class teacher by **Friday 13th November**.

FAO: CLASS TEACHER OF _____ CLASS

VIRTUAL PARENTS EVENING PREFERRED SLOT

Child's name: _____

I would prefer my 15 minute appointment during the following time slot
(please tick all that apply):

4 - 5pm

5 - 6pm

6 - 7pm

I would like my appointment via (circle as appropriate): TEAMS TELEPHONE

Parent/carer name: _____

Date: _____

Parent/carer signature: _____

