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11th October 2023

Dear Parent,

As you will be aware, Mrs Pritt-Roberts sent a letter to parents to explain the system for online Parent Meetings. This coming Monday, 16th October, we have the in-school meeting for parents of children in Ash, Elm and Oak classes. On Thursday, 19th October we have the online meetings. Both the in-school and online meetings start from 3pm.

For both formats, in-school or online, we will be using an appointment system which is accessed through the Parents' Portal. It is hoped that this will improve the experience by providing parents with a clear schedule for the evening, thereby reducing queueing time. It is appreciated that work commitments or travel distances can make it difficult for some parents to attend in person which is why we are offering the online option on a different evening.

Please only book **one** appointment with your child's class teacher who is also their tutor where the majority of subjects will be discussed, and one appointment with any of the other subject teachers required. Where you see 'Reading' on your child's timetable you are not required to book an appointment for that as your child's tutor will discuss that with you.

Please be mindful that certain 'during school time' slots may not be available to book as teachers will be teaching curriculum at that time.

It is usual that children do not stay to attend the in-school Parents' Meetings. Families make arrangements so that they can go home at 5.30pm as normal.

Yours sincerely,

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