



Friday 12th November 2021

Dear Parents and Carers,

Re Puffin Class Parents' Evening and Mrs Sanders' absence from school

Mrs Sanders has been informed that she is required to do jury duty. This will begin on Monday 6th December and could be for up to two weeks ending on Friday 17th December. In this time, Puffin class will be taught by Mrs Harding (experienced Early Years teacher who has previously taught for many years at Hayes).

As you can see from the dates, her absence is over the published parents' evening dates. Therefore, please see below the changes to Puffin class parents' evening.

Mrs Sanders will be doing her parents' evening appointments with you on the following dates:

Tuesday 30th November 3:30pm-7:00pm

Thursday 2nd December 3:30pm-7:00pm

How parents evening will work

We would like to give you the option of whether you would like to have your parents' evening appointment in person or by phone.

Both options will allow a ten-minute conversation with your child's class teacher to discuss their first term at school and the progress and attainment they have made in the different curriculum subjects.

Face to face option

Meetings will be taking place in your child's classroom. Please enter Puffin classroom through the door that leads to the EYFS outdoor area (by going through the EYFS gate) and wait under the covered area for your appointment time.

The parent car park will be open after school street restrictions end at 3:45pm.

If you would like a face to face appointment, when you book your time slot, there is pop up box that asks you to confirm your time and then **'Add Message for Teacher?'** Please write in this section **'face to face'**

Add Appointment
×

Are you sure you want to add the appointment with _____ at _____

Add Message for Teacher?

Face to face

Save
Cancel

Phone call option

If you would like the phone call option, when you book your slot, there is an option to **'leave a note for the teacher'**. Please write in this section **'phone call'**.

Add Appointment

Are you sure you want to add the appointment with

at

Add Message for Teacher?

Phone call

Save

Cancel

Your child's class teacher will phone you at your allocated time. Please note that the phone call may come from the school number or from a 'no caller ID' number.

How to book your appointment

To book your parents' evening appointment, you will need to book it when the booking system opens for the date you would like to book. Please see the attached user guide for information on how to make your appointment:

Parents' Evening: Tuesday 30th November 2021

Booking opens – Tuesday 16th November at 8pm

Booking closes – Tuesday 23rd November at 8pm

Parents' Evening: Thursday 2nd December 2021

Booking opens – Thursday 18th November at 8pm

Booking closes – Thursday 25th November at 8pm

If you require different access arrangements for parents' evening, please email the school office to let us know.

With best wishes



Miss Hughes
Deputy Headteacher