



Friday 12<sup>th</sup> November 2021

Dear Parents and Carers,

**Re: 2I Class Parents' Evening**

Unfortunately, Mrs Inch is unable to hold her parents' evening on one of the published dates. Therefore, please see below the changes to 2I's class parents' evenings.

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

Thursday 2<sup>nd</sup> December 3:30pm-7:00pm (changed date)

Tuesday 7<sup>th</sup> December 3:30-7:00pm (same date as published)

**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**

All face to face meetings will be taking place in your child's classroom on both evenings.

**Appointments on Thursday 2<sup>nd</sup> December**

If you have an appointment on Thursday 2<sup>nd</sup>, please enter and exit the building through the 2I external classroom door (where the children are dropped off and collected every day). Please do not arrive before your appointment time.

**Appointments on Tuesday 7<sup>th</sup> December**

If you have an appointment on Tuesday 7<sup>th</sup>, this is the same date as the rest of the school. You may have more than one child in school and need to wait between appointments. If you do, please wait in the **large hall** and not outside the classrooms. Please only go to the classroom at your appointment time and not before. Access to the school on this night will be through the door at the back of the large hall nearest the parent car park.

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

**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**'.

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 (both face to face and phone), 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: Thursday 2<sup>nd</sup> December 2021**

Booking opens – Thursday 18<sup>th</sup> November at 8pm

Booking closes – Thursday 25<sup>th</sup> November at 8pm

**Parents' Evening: Tuesday 7<sup>th</sup> December**

Booking opens – Tuesday 23<sup>rd</sup> November at 8pm

Booking closes – Tuesday 30<sup>th</sup> November at 8pm

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

With best wishes



*Hughes.*

Miss Hughes  
Deputy Headteacher