



St. JOSEPH'S PREPARATORY SCHOOL
Part of the Edmund Rice Family

10th March 2021

Dear Parents,

We are holding Parent - Teacher Consultation Evenings on the following dates:

23rd, 24th and 25th March Microsoft via Teams

We have two Parents' Evenings during each academic year and you may feel you have no need to speak to your child's class teacher each time. The first in October is an opportunity for you to meet your child's class teacher and have a general discussion about how your child is settling in. The second meeting in March allows you to meet core subject teachers and discuss progress.

Given the restrictions this year due to COVID 19, all ten-minute appointments will be held via Microsoft Teams. Please note that you will be required to access your appointment time through your child's login details.

If you do not wish to attend an online Teams meeting then, please tick the appropriate box below to request a telephone call.

Please note that all telephone meetings may be arranged on alternative dates and timings will be before 6pm only. It would be helpful if you could state which evenings / times would be suitable for you:

If you do not wish to attend the consultation evening this time, please tick the appropriate box, so we know that you have seen this letter. Thank you.

Yours sincerely,



Mr D. Hood
Headteacher

To: Class Teacher – St. Joseph's Preparatory School

Name of Child / Children

Form(s) / /

I prefer to have my child's parent-teacher meeting held via telephone

I do not wish to attend the parent-teacher evening this term

Signed Parent / Carer Date:

23rd March (Please highlight your preferred time slot)	3.50 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00	3.30 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00
24th March (Please highlight your preferred time slot)	3.50 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00	3.30 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00
25th March (Please highlight your preferred time slot)	3.50 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00	3.30 – 5.00	5.00 – 6.00	6.00 – 7.00	7.00 – 8.00

Parent Notes:

Teacher Notes:

Time of Appointment (School Use Only)

--	--	--

PLEASE RETURN THIS FORM PROMPTLY / BEFORE MONDAY 15TH MARCH. THANK YOU.