



2nd October 2020

Dear PP1-P6 Parent(s),

PRE PREP AND PREP DEPARTMENT PARENTS' EVENING

We are holding Parent - Teacher Consultation Evenings on the 20th, 21st and 22nd of October.

This is the first of two Parents' Evenings held 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 slots will be more spaced out to ensure that we can avoid queues and waiting times and to give staff sufficient time to wipe down surfaces between meetings.

Entrance to school will be via the nursery entrance and then the verandas to PP1, PP2, P4, and P5 and parents of children in P3 and P6 will enter via the back door to school – the main office entrance will not be used.

To help reduce risks further we would ask you if possible to consider one parent attending only and to avoid bringing children. We would ask parents collecting from Joe's club to exit via the nursery playground and then go round to the Joes club entrance as usual. If you would like an appointment, please complete the return slip **stating all the time slots which you would be able to make**. We hope this will enable us to ensure appointments run smoothly.

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.

Yours sincerely,

Mr D. Hood, Headteacher

Child's / Children's Name(s)

Form(s) / /

I am happy with my child's progress and do not wish to attend the parent-teacher evening this term.

Signed Parent / Carer Date:

	Child 1	Child 2	Child 3	(Note to Class Teacher)
Child's Name:				
Class Teacher:				

20 th October (Please highlight your preferred time slots)	3-5	5-6	6-7
21 st October (Please highlight your preferred time slots)	3-5	5-6	6-7
22 nd October (Please highlight your preferred time slots)	3-5	5-6	6-7

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

Please note that all Zoom Meetings will be arranged on alternative dates. It would be helpful if you could state which evenings / times would be suitable for you:

School Use Only

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Time of Appointment

All replies should be returned to the school office via e-mail to:
hpickford@stjosephsprepschool.co.uk

PLEASE RETURN THIS FORM PROMPTLY / BEFORE FRIDAY 9TH OCTOBER. THANK YOU.