

16<sup>th</sup> April 2021

Dear Parents

We know how important Parents' Evening is to all of you.

However sadly we are still not be able to have face to face meetings, but we would like to talk to you rather than pass messages on, just like we did in October 2020.

Therefore during the week beginning 10<sup>th</sup> May 2021 we will be holding 10 minute telephone conversations where the teacher will phone you.

We will have Tuesday and Thursday up to 5.30pm as normal and we will also add in Wednesday up to 4.30pm.

Please could you complete the form below in order to help us allocate a time for you as close to your preferences as possible. Can you also complete the phone number that you wish to be contacted on. All forms should be returned by **FRIDAY 23<sup>RD</sup> APRIL 2021**. Any forms received after this date will be allocated a slot but this may not be the date or time that you have requested.

Yours sincerely

Head Teacher

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Name of Child/ren: \_\_\_\_\_

**TELEPHONE NUMBER TO CONTACT YOU ON:** \_\_\_\_\_

**I prefer:**

Tuesday 11 <sup>th</sup> May 2021		Wednesday 12 <sup>th</sup> May 2021		Thursday 13 <sup>th</sup> May 2021		Any	
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3.15pm-4.00pm		4.00pm-4.45pm		4.45pm-5.30pm		Any	
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**Second choice:**

Tuesday 11 <sup>th</sup> May 2021		Wednesday 12 <sup>th</sup> May 2021		Thursday 13 <sup>th</sup> May 2021		Any	
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3.15pm-4.00pm		4.00pm-4.45pm		4.45pm-5.30pm		Any	
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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_