

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

22 October 2020

Dear Parents and Carers

Parent Teacher Consultations

Due to the restrictions in place linked to the pandemic, our Parent Teacher Consultations this term will be slightly different than usual. We are unable to hold face to face meetings with parents, therefore **all consultations will take place via a telephone call with your child's class teacher.**

During your session, you will have an opportunity to talk to your child's teacher, receive an update on your child's progress and discuss how you can support your child in achieving their targets.

Booking of Appointments:

We will now be using Parents Evening Manager within ParentMail to manage appointments. **You will need to book your own appointment** which must be done via your ParentMail account. This can be from a smartphone, tablet or computer.

The booking window will go live at **1.00pm on Thursday 22nd October**. Please select the Parents Evening option within ParentMail to make an appointment. If you need help with booking your appointment, please contact the school office or visit the ParentMail help site:

www.parentmail.co.uk/help/parenthelp/.

As usual, we will be offering **ten-minute appointments**. We ask that you ensure you are near your telephone at your allocated time slot so that your call can begin on time. If your child's class teacher is unable to reach you on the first attempt, they will try to call again within your 10-minute appointment window. If they are still unable to contact you your appointment will be missed.

Please note that any calls that begin late will not be able to run past the original allocated timeslot.

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The individual year group sessions will be as follows:

Reception	Monday 9th November (3.30pm – 6.30pm) Wednesday 11th November (9.00am – 11.00am)
Year 1	Monday 9th November (3.30pm – 6.30pm) Wednesday 11th November (1.00pm – 3.00pm)
Year 2	Tuesday 10th November (3.30pm – 6.30pm) Thursday 12th November (1.20pm – 3.20pm)
Year 3	Tuesday 10th November (3.30pm – 6.30pm) Friday 13th November (1.00pm – 3.00pm)
Year 4	Wednesday 11th November (3.30pm – 6.30pm) Monday 16th November (1.00pm – 3.00pm)
Year 5	Tuesday 10th November (1.00pm – 3.00pm) Wednesday 11th November (3.30pm – 6.30pm)
Year 6	Monday 11th November (1.00pm – 3.00pm) Thursday 12th November (3.30pm – 6.30pm)

We hope that the new booking process will allow parents and carers more flexibility with regard to timings.

If you have any questions about the new process, please contact the school office in the first instance.

Yours sincerely



Mr Noel Goodwin
Headteacher

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