

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

9th March 2021

Dear Parents and Carers

Parent Teacher Consultations

Due to the ongoing restrictions in place linked to the pandemic, we are still unable to hold face to face meetings in school. Therefore, the Parent Teacher consultations this term 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:

All appointments will be managed via 'Parents Evenings' within ParentMail. **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 **9.00am on Wednesday 10th March**. 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: [ParentMail Help](#).

As before, we will be offering **ten-minute appointments**. We ask that 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, do not try to call back - the class teacher 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 which 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 29th March (3.30pm – 6.30pm) Wednesday 31st March (9.00am – 11.00am)
Year 1	Tuesday 30th March (3.30pm – 6.30pm) Wednesday 31st March (1.00pm – 3.00pm)
Year 2	Thursday 25th March (1.20pm – 3.20pm) Tuesday 30th March (3.30pm – 6.30pm)
Year 3	Thursday 25th March (1.00pm – 3.00pm) Monday 29th March (3.30pm – 6.30pm)
Year 4	Monday 29th March (1.00 – 3.00pm) Wednesday 31st March (3.30 – 6.30pm)
Year 5	Monday 29th March (1.00pm – 3.00pm) Wednesday 31st March (3.30pm – 6.30pm)
Year 6	Thursday 25th March (3.30pm – 6.30pm) Tuesday 30th March (1.00pm – 3.00pm)

If you have any questions or you are unsure how to book an appointment, please contact the school office.

Yours sincerely



Mr Noel Goodwin
Headteacher

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