

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

22nd October 2021

Dear Parents and Carers

Parent Teacher Consultations

Next half term, we look forward to inviting parents and carers into school to meet with your child's class teacher on Monday 8th and Wednesday 10th November 2021.

This is an important meeting that provides you with the opportunity to view your child's learning, discuss the progress they have made since September and the next steps in their learning.

How do I book an appointment?

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 **3.00pm on Friday 22nd October 2021**. 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**.

How will the meetings be organised?

To continue to reduce the number of people waiting, we are asking that you arrive no earlier than 10 minutes before your appointment to view your child's work. At this time, wearing a face covering remains a personal choice and we encourage all members of the school community to do what they are comfortable with.

West Sussex County Council

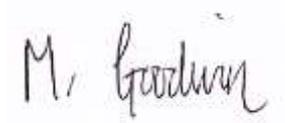


What if cases rise, will the meetings be cancelled?

If there is a rise in positive cases within the school, then the meetings will take place over the phone.

If you have any questions, please do contact the school office.

Yours sincerely



Mr Noel Goodwin
Headteacher

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