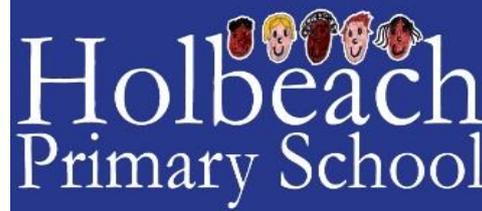


# Holbeach Primary School

Nelgarde Road, London SE6 4TP

Tel: 020 8690 4713 Email: admin@holbeach.lewisham.sch.uk

Web: www.holbeach.lewisham.sch.uk



Today's learners are tomorrow's leaders

Tuesday 19<sup>th</sup> October 2021

Dear Parents/Carers,

## RE: PARENTS EVENING - AUTUMN TERM 2021/2022

We are writing to invite you to take part in the **Autumn Term Parents Evenings** and to remind you that you can now **book your appointments online** (see page 2 for an explanation of the booking details).

In keeping with the protective measures that are currently in place at Holbeach to reduce the spread of COVID-19, the Autumn Term Parents Evening will be held **over the telephone** at a designated time and will last no longer than 10 minutes.

We have separated the classes out into different evenings so that the staff can work safely and effectively from the school.

<b>Classes:</b> RB 1L 2B 3L 4B 4S 5A 6L 6F	<ul style="list-style-type: none"><li>• Wednesday 10th November (4:00 - 7:00pm)</li><li>• Tuesday 16th November (4:00 - 6:00pm)</li></ul>
<b>Classes:</b> Nur RW 1S 2T 3C 4F 5D 5W 6G	<ul style="list-style-type: none"><li>• Thursday 11th November (4:00 - 7:00pm)</li><li>• Wednesday 17th November (4:00 - 6:00pm)</li></ul>

### The importance of Parents Evenings

During the year, all parents/carers have the opportunity to attend two parents' evenings (one in each of the Autumn and Spring Terms). It is vital that you use these meetings to ensure that you are kept well informed of the progress your child is making. You will also receive a written summary/report at the end of the academic year (in July).

### During the Autumn Term Parents Evening it is important:

- To review how your child has settled into their new year group.
- To discuss with the class teacher your child's work and their learning.
- To ask for clarification with any questions that you may have.

### To enable the evening to run smoothly:

- Please answer the telephone when we call (the school's telephone number – 0208 690 4713 – should appear on your screen).
- Please ensure that you have prepared any questions you would like to ask.
- Please keep your conversation to no longer than 10 minutes.
- Please book different times for each of your children.

**PLEASE NOTE THAT YOUR APPOINTMENT WILL BE CANCELLED IF YOU DO NOT ANSWER THE TELEPHONE WHEN WE CALL.**

Yours sincerely

Tom Bulpitt  
Headteacher

Headteacher:  
Mr Tom Bulpitt

Assistant Headteachers:  
Mr Phil Morriss  
Mrs Karen Robertson

School Business Manager:  
Mr Gareth Hudson

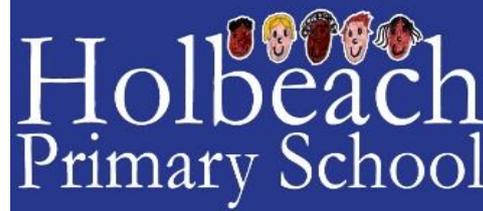
Premises Manager:  
Mr Derek Holmes

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## **How to Book your Parents Evening Appointment**

We will send a link to your mobile phone or email address on **Tuesday 19<sup>th</sup> October 2021** which will take you to our online booking system to select a time convenient for you.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

**Headteacher:**  
Mr Tom Bulpitt

**Assistant Headteachers:**  
Mr Phil Morriss  
Mrs Karen Robertson

**School Business Manager:**  
Mr Gareth Hudson

**Premises Manager:**  
Mr Derek Holmes