



Tuesday 20th October 2020

Dear Parents/Carers,

I am writing to invite you to take part in the following event:

Parents Evening - Autumn Term 2020/2021

Classes: RB 1L 2B 3S 4B 4A 5A 5D 6L

Tuesday 10th November from 4:00pm – 7:00pm

Wednesday 18th November from 4:00pm – 6:00pm

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 attend these meetings as it will 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.

This year, in light of the protective measures that are in place at Holbeach to reduce the spread of the coronavirus, the Autumn Term Parents Evening will be somewhat different. Meetings will be held **over the telephone** at a designated time (see page 2) and will last no longer than **10 minutes**.

As I am sure you will appreciate, scheduling these meetings requires a degree of organisation and planning. I would therefore ask you to read the rest of this letter carefully so that you are aware of the various aspects to this meeting.

The purpose of the Autumn Term meeting:

- 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
- 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.

To complete the form:

- Select as many days and times as possible from the attached page and return the **whole page** to your child's class teacher as soon as possible.
- Ensure that you let us know about any
- **We cannot guarantee your preference if you state one time and one day only.**

Yours sincerely

A handwritten signature in black ink that reads "Tom Bulpitt".

Tom Bulpitt
Headteacher

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Child's name	
Child's name	
Telephone number to call on	

I am able to take a telephone call for Parents Evening on:

(please indicate with a tick at least 3 options on each day to give the necessary flexibility to the class teacher)

Tuesday 10th November

at the following times:

4:00		4:10		4:20		4:30		4:40		4:50	
5:00		5:10		5:20		5:30		5:40		5:50	
6:00		6:10		6:20		6:30		6:40		6:50	

Wednesday 18th November

at the following times:

4:00		4:10		4:20		4:30		4:40		4:50	
5:00		5:10		5:20		5:30		5:40		5:50	

Do you request an additional call from our Special Educational Needs Coordinator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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----- Teacher to tear here -----

Child's name:

Class

Your appointment for Parents Evening is on:

..... at:pm.

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