



# ELM PARK PRIMARY SCHOOL

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**Inspiring Learners, Enriching Lives, Achieving Together**

22.10.2020

Dear Families,

Thank you to all, who completed the recent Google Survey about Parents Evening. The vast majority of parents would like to have a virtual meeting. Therefore, we will be offering a 10 minute virtual meeting via Microsoft Teams as well as offering 10 minute telephone appointments for those families who would rather this form of meeting.

To accommodate all families having a 10 minute slot and to ensure that we have phone lines free to enable us to make telephone calls, as well as hosting virtual meetings, we have decided to hold a 'Parents Day' rather than a 'Parents Evening'. Each class will be assigned a set day (see table below). The meetings will start with the first appointment being 9am and the last appointment being 6pm. As this will be a virtual meeting, we can only offer 1 appointment per child.

The Parents Day sign up will go live at 3:30pm on Tuesday 3<sup>rd</sup> November and will close at 12 noon on Friday 6<sup>th</sup> November. A link will be sent out to all families on Tuesday 3<sup>rd</sup> November to enable you to sign up remotely. If you would like a virtual meeting, you simply need to tick the box for the time that you would like. However, if you would prefer a telephone meeting, please add this in the notes section that will be available when you book the appointment.

On Wednesday 11<sup>th</sup> November, Teachers will send links out to families, who are having the virtual meeting through Microsoft Teams.

Books will be sent home with children on Wednesday 11<sup>th</sup> November, so that you can share your children's learning and celebrate their successes. We would ask that the books are then returned to school on Friday 13<sup>th</sup> November in the morning so that they can be quarantined during the weekend and will be able to be used in class the following week.

The timetable for the Parents Day is below:

Day	Class	Class
Monday 16 <sup>th</sup> November	Acorns Ms Jones	Cedar Mrs Lugg and Mrs Kidger
Tuesday 17 <sup>th</sup> November	Willow (both Mrs Payne and Miss Griffiths will be hosting this together)	Oak Miss Bell
Wednesday 18 <sup>th</sup> November	Maple Mrs Johnstone and Mrs Haley	Hazel Mr Ramshaw
Thursday 19 <sup>th</sup> November	Elm Mrs Byrne and Mrs Keeping	Beech Miss Dykes

It is essential that the teachers keep to time so the virtual meeting/calls will be no longer than 10 minutes. If there is something you wish to discuss that will take longer than the 10 minutes, the conversation would have to be continued at a different time – please do not think that the teachers are being rude by ending the call!

Yours sincerely,  
Mrs Carol Bond  
Head Teacher