

22<sup>ND</sup> October 2020

Dear Parents and Carers,

We will have an opportunity to discuss your child's progress at Parents Evening in Autumn 2. To work within the latest COVID guidance and the school's risk assessment, we will be offering slots for parents to speak to their child's teacher over the telephone.

These slots will take place on the following dates:

**4.30 pm – 7.00 pm on Tuesday 17<sup>th</sup> November 2020**

**4.30 pm – 7.00 pm on Thursday 19<sup>th</sup> November 2020**

If you are a parent of a child in Years 2-6 you can book your telephone appointments online. If you have a child in Nursery, reception or Year 1 you will continue to have your focus child meetings.

**BOOKINGS OPEN on Friday 23<sup>rd</sup> October at 8:15 am and CLOSE on Monday 16<sup>th</sup> November at 10 am.**

To book a slot please go to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) and follow these simple instructions:

1. Enter the event code **85ue5**
2. Enter your details - name, email address, child's name and the telephone number you would like us to call you on.
3. Choose the relevant teacher/s for your child/ren.
4. Choose times.

You can change your appointment bookings at any time prior to the closing date, by re-visiting the [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) website from the SAME COMPUTER you made the original booking on, and using the event code. If you wish to change your appointment times after the closing date or are away from the original computer, you should contact the school directly on: 020 8539 3577.

When you click **finish**, your appointment timetable will be emailed to you automatically - check your junk mail folder if you do not receive your email immediately.

If you don't have access to the internet, the school office can help you after 9am daily. Appointments are strictly 10 mins and spaces are limited. If you require more time, please contact your teacher directly to make alternative arrangements.

You will also receive a brief report to update you of your child's progress on the Friday prior to parents evening. You will have the opportunity to see your child's work during Autumn 2.

Yours sincerely,

Jessica Mendelsohn Assistant Head teacher

