5th October 2020

Dear Parents / Carers

**‘Telephone Conversation’ Open Evenings – Nursery – Year 6**

Due to the COVID 19 pandemic, we are unable to invite parents/ carers into school to talk face to face with class teachers and to look at a selection of your child’s books. As an alternative, we would like to invite you to hold a telephone conversation with your child’s class teacher.

Telephone conversations will be held week beginning 19th October. Your child’s teacher will offer different days and times depending on their other commitments that week.

* Class teachers will contact parents on the phone number that you provide below
* Please make sure that you are ready to take the call and that you are located somewhere quiet, so that the teacher is able to listen and talk freely
* Telephone conversations will last a maximum of 8 minutes, which will enable the teacher to keep to their appointment times
* Class teachers will be able to talk about how your child has settled into their new class and how they progressing with their learning, as well as what they will be focusing on this term in core subjects

Please be aware that class teachers may use their own phones so numbers will not be identifiable.

Telephone slots will be allocated on a ‘first come first served’ basis. Therefore we would recommend that you complete the attached slip, indicating your first and second choice of appointment, and return it to the class teacher as soon as possible. They will then confirm an appointment that is mutually convenient.

Many Thanks

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Childs Name: ELMS

Phone number:

Preferred slot – please indicate 1st and 2nd choice

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| Monday 19th October | Thursday 22nd October |
| 3.30-4.00 pm | 9.00-9.30 am |
| 4.00-4.30 pm | 9.30-10.00 am |
| 4.30-5.00 pm | 10.00-10.30 am |
| 5.00-5.30 pm | 10.30-11.00 am |
|  | 11.00-11.30 am |
|  | 11.30-12.00 midday |
|  | 4.00-4.30 pm |
|  | 4.30-5.00 pm |