



Dear Parent,

As identified in the Lower School Newsletter last Friday, Mrs Pritt Roberts sent a letter to Parents to explain the new system for online/in-school Parent Meetings.

For both formats, in school or online, we will be using an appointment system which is accessed through the Parents' Portal. It is hoped that this will improve the experience by providing parents with a clear schedule for the evening, thereby reducing queue time. It is appreciated that work commitments or travel distances can make it difficult for some parents to attend in person which is why we are offering the online option on a different evening.

The parents' meetings scheduled next week are for KS2 classes Ash, Oak and Elm.

Please only book **one** appointment with your child's class teacher who is also their tutor where the majority of subjects will be discussed, and one appointment with any of the other subject teachers required.

Please be mindful that certain 'during school time' slots may not be available to book as teachers will be teaching curriculum at that time.

It is usual that children do not stay to attend the in- house Parents' meetings. Families make arrangements so that they can go home at 5.30pm as normal.

A PDF attachment is provided alongside this letter to help explain the process of booking appointments on the Portal.

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