18th October 2021

Dear Parents/Carers

On Wednesday 3rd November and Thursday 4th November, we will be having our Autumn Term parents’ evenings. This will be an opportunity for you to find out more information about how your child has started this academic year at Colmers Farm Primary School.

We are offering parents three different options for parents’ evenings. We are able to have these face-to-face, via telephone or via Microsoft Teams.

To help us plan our parents’ evenings, we would like you to complete the slip attached and return it to school **by midday on Wednesday 20th October**. In terms of parents/carers requesting face-to- face meetings, we will try our best to accommodate one of everybody’s first three choices, but this may not always be possible. This may especially be the case for any slips returned late.

Please note that at Colmers Farm Primary School, we highly value the role that parents play in their child’s education. We also believe that the only way children will fulfil their full potential is by school and parents working closely together. **At our school, we therefore aim for 100% attendance by parents/carers at all of our parents’ evenings**. If you are unable to make a time to attend your child’s parents’ evening, please contact the office and we will do our best to arrange a more convenient time.

Thank you for your continued support.

Yours sincerely



Mr Williams

Headteacher

To Colmers Farm Primary School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (class)

1. I would like a face-to-face parents’ evening meeting at school. Please indicate a 1st, 2nd and 3rd choice as to when you would prefer to have your parents’ evening. **Please write 1st, 2nd and 3rd once in a grey box which matches your preferred times.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Wednesday 3rd November | 3:30 – 4:15 |  | 4:15 – 5:00 |  | 5:00 – 5:45 |  |
| Thursday 4th November | 3:30 – 4:15 |  | 4:15 – 5:00 |  | 5:00 – 5:45 |  |

We will let you know in advance the times for phone calls and Teams Meetings. You are however unable to select a preference for this.

I would like a phone call on (insert phone number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like a meeting on Microsoft Teams (insert your full email address below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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THE SECTION BELOW SHOULD BE LEFT BLANK.

Dear Parent/Carer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) parents’ evening had been scheduled

for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This parents meeting will take place via a face-to-face meeting/a phone call/Microsoft Teams (delete as appropriate). I look

forward to speaking to you then.

If you are unable to make this time, please contact the school office and we will try to arrange a more convenient time.

Yours sincerely

Class teacher

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