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*Executive Headteacher
Mrs. W. Edwards
Head of School
Ms. H. Mohammed
Assistant Headteacher
Mrs. D. Fulk*

Dear parents/carers,

As we are unable to invite parents into school for Parents Evening at the moment, class teachers will instead hold 10 minute telephone calls with all parents of children in their class.

When will my class teacher telephone me?

Tuesday 20th October, Wednesday 21st October or Thursday 22nd October. Times can be booked between 3.40pm and 6.30pm, using the online booking system, a link will be sent out.

What happens if I miss the telephone call?

Please book a time slot for the telephone call to take place during a time slot when you know you will be able to take the call. The call is likely to show up on your phone as a withheld number or 'no caller ID'. If you do not answer the phone, teachers will not leave a message. If you miss your call, teachers will try again one more time that same evening. If you do miss your call, please do not call school back, as class teachers will not be able to take your call after office hours (8am – 4pm). Each phone call will last **10 minutes**. If you need to talk to the teacher for any longer, you will be able to contact school in the normal way to arrange this at a later date. Your child's class teacher will discuss how your child has settled back into school and what the school are doing to support your child and then share what you can do to support at home.

Teachers are all looking forward to speaking to you.

Please do not hesitate to contact school if you have any concerns or questions.

Warm Regards

Hannan Mohammed
Head of School.

