

## WINSLOW CHURCH OF ENGLAND SCHOOL

### PARENTS' EVENINGS: 5EA

Dear Parents / Carers

At school we are working hard to maintain a safe environment for all while allowing the children some more freedom in their work and their play. We have, however, decided that it will not be possible for us to host face to face Parents' Evenings this Autumn term. It does continue to be really important to us that we have contact with all our families this term to discuss how the children are settling and how we can work together to support them. To that end we are setting up **telephone appointments** for the following dates.

You are invited to book a ten minute telephone call on *one of three* Parents' Evenings that have been arranged for:

**Monday 11<sup>th</sup> October 3.30 – 5.20pm**  
**&**  
**Tuesday 12<sup>th</sup> October 3.30pm – 5.20pm**  
**&**  
**Thursday 14<sup>th</sup> October 3.30pm – 5.20pm**

**When you book your appointment please enter the telephone number you would like teachers to call you on in the notes information section. Teachers will then phone you at your booked time. Please note calls will not be able to extend beyond 10 minutes but the classteacher will arrange further communication with you if this is needed.**

This is an opportunity for you to talk with your child's classteacher/s and to discuss your child's first few weeks back in school and in their new class.

**All Parent Evening appointments will be available to book online by parents via your ParentMail account. An email will be sent inviting you to parents evening and appointments will be available to book from 7.00am on Wednesday 29<sup>th</sup> September.**

Please login to your ParentMail accounts main menu and select Parents Evening. Click on the link shown, then click your preferred date, which will then give you a selection of available times for you to choose from. Online bookings will close on **Wednesday 6<sup>th</sup> October** to allow for the school office to process all appointments.

Parents can view a step by step guide for this process by clicking the HELP button on your main ParentMail menu.

Yours sincerely,

Mrs T Thomas  
Deputy Headteacher  
September 2021