

23rd October 2020

Virtual Parent/ Carer - Tutor Evenings via either Microsoft Teams or a phone call

Dear Parents/ Carers,

Virtual Tutor Evenings are to be held on Tuesday **17th November 2020 via Teams** from 4.00pm to 6.30pm and on Wednesday **18th November 2020 via phone call** from 4.00pm to 6.30pm.

At this evening, you will have the opportunity to either meet with your child's tutor via Microsoft Teams or engage in a telephone conversation to:

- Review the child's progress to date
- Discuss your child's special needs (where appropriate)
- Discuss how the beginning of the school year has gone and share any successes or concerns.
- Discuss targets for learning set

We are very happy for children to be present at the meeting, but parents, if they feel it necessary, may ask for a final conversation without their child in attendance.

Please can you complete the form overleaf and **return it by Wednesday 4th November 2020 to your child's tutor. You will then be notified of a specific appointment time by tutors who will write this in your child's planner.**

Kind Regards,

Dr Deborah Craddock

Parent/ Carer - Tutor Evening Reply Slip

I would like to make an appointment to see/speak with my child's tutor. Please tick as many alternatives as possible.

My Child Class Parent Name (PRINT).....

Signed Email address for Microsoft Teams:

Phone no. for telephone call:

Tuesday 17th November –**Teams only**

Please tick a time	<input checked="" type="checkbox"/>
4.00-4.30	<input type="checkbox"/>
4.30-5.30	<input type="checkbox"/>
5.30-6.30	<input type="checkbox"/>

Wednesday 18th November- **Phonecall only**

Please tick a time	<input checked="" type="checkbox"/>
4.00-4.30	<input type="checkbox"/>
4.30-5.30	<input type="checkbox"/>
5.30-6.30	<input type="checkbox"/>