

SUTTON-ON-THE-FOREST

CHURCH OF ENGLAND PRIMARY SCHOOL



14th October 2020

Dear Parents/Carers,

Instructions for virtual Parents' Evenings, 20th/21st October 2020

The main purpose of these meetings is to see how your child has settled into school after lockdown. There will be time for a brief discussion about attainment and progress. These meetings will last no longer than 8 minutes on this occasion.

We have tried our best to accommodate everyone's date/time requests, but this has not always been possible. Thank you for your understanding.

Here are a few pointers that will help the evenings run as smoothly as possible:

1. You will be sent a brief email with the time of your appointment. An invitation to the Zoom meeting, or a time when you will receive a phone call, will be sent separately.
2. Please check that you have Zoom downloaded onto your device and have good reception to receive the call.
3. On the day of your meeting, you will need to login to the meeting about five minutes before your appointment and wait in the 'waiting room' until the class teacher allows you access to the meeting. It is likely that you will see other parents waiting here, but unless they are allowed access by the class teacher, they cannot attend the meeting until it is their time slot.
4. If there is persistent trouble with connection during the meeting, the class teacher will end the call and contact you at a later date to make another appointment.
5. The meeting will last **no longer than 8 minutes** to allow for the class teacher to remain on time and for the process to run smoothly.
6. If you have any questions that are not answered during the call, please email these to the school office.

Thank you in advance for your support in making this very strange parent/teacher consultation run smoothly.

Yours sincerely,

Helen Pye

Headteacher

Small school, big heart, aiming higher together



Address

Sutton-on-the-Forest
Church of England
Voluntary Controlled
Primary School
Main Street
Sutton on the Forest
North Yorkshire
YO61 1DW

Telephone

01347 810 230

Email

admin@sutton-on-the-forest.n-yorks.
sch.uk

Website

www.suttonontheforestschool.org