

LEYBOURNE SS PETER & PAUL C E PRIMARY ACADEMY

Dear Parents,

On Tuesday 13th, Wednesday 14th, Thursday 15th, Tuesday 20th, Wednesday 21st and Thursday 22nd October 2020, we will be holding parent/teacher consultations.

As explained previously, due to the current situation, these meetings will now take place over Zoom. Please indicate below all sessions that are convenient to you, and we shall send you an invitation. Please join the waiting room, and your child's teacher will admit you to the meeting at your given time. Please do allow yourself plenty of time to join the meeting – unfortunately we will not be able to extend slots beyond the given end time if the meeting starts late. As teachers may not recognise your name (or the name associated with your Zoom account), please use your child's name on screen. Thank you.

We do appreciate that some parents may prefer a telephone conversation, rather than a Zoom call. We are very happy to accommodate this. Please indicate below if you would prefer your child's teacher to call you, and include the most convenient number to reach you on.

In light of the recent lockdown, and the time that many children missed in school, we have extended consultations to 15 minutes on this one occasion. Please note, however, that meetings will be terminated after 15 minutes – this is not the teachers being rude, it is simply that we must run to time on this platform!

Children in Years 5 and 6 are welcome to join the Zoom call with their parents.

If your child has additional educational needs you may also wish to speak to Mrs Vicky Newington, our SEND Manager. If this is the case, please do let us know, by ticking the appropriate box and she will arrange a separate appointment with you.

Please return the attached slip by **Monday 12th October**. Thank you.

Tina Holditch
Headteacher

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Child's name Class

If you would like a Zoom consultation, please state the email address to which you would like us to send the invitation: _____

Please tick **all** the sessions you would be able to accommodate and the teacher will issue an exact time.

	3:30-4:00	4:00-4:30	4:30 – 5:00
Tuesday 13 th October			
Wednesday 14 th October			
Thursday 15 th October			
Tuesday 20 th October			
Wednesday 21 st October			
Thursday 22 nd October			

If you would prefer a telephone call, please state the telephone number you can be reached on:

If you would also like a discussion with Mrs Newington (SEND Manager), please tick here

Signed