

Offwell C of E Primary School



23rd October 2020

Dear Parents,

We shall be holding parents' progress meetings during the week beginning 9th November. This year the meetings will be held differently. They will be remote, mainly using the Zoom platform. This offers greater flexibility, with more slots being possible, later than usual.

A Zoom invitation will be sent during the week after half term once appointment times have been organised. If you are unable to take part using Zoom, or the days/times are difficult, please contact us. It is possible that the teacher will be able to phone.

Please see below for the times and days on offer for the various classes. Usually, we try and book appointments of siblings close together but this way, hopefully you can arrange your appointments as they suit you.

Each appointment will be of ten minutes duration. This is an important meeting as information and targets will be shared - please do try and join a meeting! If you have a specific question for the class teacher, please e-mail admin@offwell-primary.devon.sch.uk beforehand to enable the teacher to have ready an informed answer (hopefully this will help with timings!)

Please return the slip as soon as possible so that firm appointments can be made. This can either be returned via your child or an email response giving specific time zones and day required is fine. A Zoom invitation will be sent in due course. If you need a phone call instead, please let us know and another time will be arranged.

Yours sincerely,
Mrs L Legg
Headteacher

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I/We would like to attend the parents' evening via Zoom on:-

Ash:

Monday, 9 th November	3.30 - 5 pm []	5 - 6 pm []
Tuesday, 10 th November	5 - 6 pm []	6 - 7 pm []

Willow:

Wednesday, 11 th November	3 - 4 pm []	4 - 5 pm []
Thursday, 12 th November	5 - 6pm []	6 - 7 pm []

Beech:

Monday, 9 th November	3.30 - 5 pm []	5 - 6 pm []
Tuesday, 10 th November	5 - 6 pm []	6 - 7 pm []

Oak:

Tuesday, 10 th November	3.30 - 5 pm []	5 - 6 pm []
Thursday, 12 th November	5 - 6pm []	6 - 7 pm []

Please tick the appropriate box.

Signed.....

Child/Children's Name.....Class/es.....