



EXCALIBUR PRIMARY SCHOOL  
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25<sup>th</sup> September 2020

Dear Parents/Carers,

### PARENT/TEACHER CONSULTATIONS

**Thursday 15<sup>th</sup> October 2020, 4-7pm and Tuesday 20<sup>th</sup> October 2020, 4-6.30pm**

I am pleased to give details of Parent/Teacher consultations, which offer the opportunity to discuss your child's progress so far this year.

This year we will be doing the Parent/Teacher consultations in a different way due to Covid-19 restrictions. We will be offering a telephone appointment from your child's class teacher.

The telephone appointments will take place on Thursday 15<sup>th</sup> October between 4.00 p.m. and 7.00 p.m, or alternatively, on Tuesday 20<sup>th</sup> October between 4p.m. and 6.30p.m and will be 10 minute slots.

Appointments can be booked as usual on ParentMail online which allows you to choose the time that you require. **Bookings will go live on ParentMail on Monday 28<sup>th</sup> September at 4.00pm.** ParentMail allows you to book one appointment per child. If two appointments are required for separated parents, please contact us directly to arrange this.

The online appointment booking will close 24 hours prior to each consultation date.

To ensure that we have up to date contact information for your telephone appointment, if you have recently changed your telephone number, please let the office know.

Yours sincerely,

Juliet Jones  
Headteacher

