

Wingfield Primary School

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Executive Head Teacher: Sophie Powell

Head Teacher: Ross Silcock



28th April 2021

Dear Parents/Carers,

Due to the ongoing COVID-19 pandemic, Parents' Evenings will continue to be held virtually this term. The appointments will take the form of a telephone call from your child's class teacher. Please be aware that teachers will be phoning from a withheld number, and parents will need to ensure that they are available at their given appointment time.

Your child's class teacher will contact you via Showbie or Tapestry on Tuesday 4th May to inform you of their availability for after-school appointments before the end of term (28.05.21). You will be asked to indicate **three** slots that would be most convenient for you to meet your child's class teacher within this time period. Appointments will last 10 minutes. We will endeavour to allocate a time as close to the requested time slot as possible. Appointments will be made on a first come first served basis and parents must indicate their preference by Friday 7th May at the latest. The class teacher will contact you via Showbie to confirm an appointment time.

All parents are expected to attend a virtual appointment; if you are unable to do so please arrange an alternative time to meet with your child's teacher.

Yours sincerely,

Ross Silcock
Head Teacher