



# MANOR COURT Community Primary School

*incorporating Manor Court Early Years Centre*

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode Assistant Head Teacher Mrs G Terry

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Monday 2<sup>nd</sup> October 2023

Dear Parents and Carers

## **Reference: Parents' evenings**

We are looking forward to holding our parents' evenings in a couple of weeks. Class teachers will be holding their meetings with you on either Monday 16<sup>th</sup> October, Tuesday 17<sup>th</sup> October or Wednesday 18<sup>th</sup> October depending on the days that your child's teacher works.

Due to the popularity of parents evening via telephone during the various Covid lockdowns, we are offering parents the opportunity to have their appointment either via telephone call or face-to-face with your child's class teacher in the school hall. All appointments should be made online through an online booking system.

At 20.00 on Tuesday 3<sup>rd</sup> October 2023, the first email contact for your child that is registered on our contact lists will receive a link via email to book either a face-to-face appointment on Monday 16<sup>th</sup> October or a telephone appointment on Tuesday 17<sup>th</sup> October or Wednesday 18<sup>th</sup> October. **It is important that you only choose a slot for either a telephone appointment OR a face-to-face appointment. Please do not click on multiple options as this will prevent other families from being able to book a slot to see their child's teacher.** Once a time slot has been selected, the option to see the teacher at this specific time will disappear for everyone.

The online booking system will close for bookings 48 hours before the scheduled start of appointments, e.g. bookings for Monday 16<sup>th</sup> October will close at 4pm on Saturday 14<sup>th</sup> October. No appointments can be available to book online after this time.

We appreciate that not all parents are in a relationship. We would appreciate parents attending to see their child together, but if this is not possible and you are not the primary contact on the contact list, then please do contact your child's class teacher via Elyog or email to arrange an appointment directly.

### **In person parents evening – Monday 16<sup>th</sup> October 2023 15.50 – 18.30**

You will meet with your child's class teacher in the school hall for a ten-minute appointment. Your child's class teacher will be able to share your child's English and Maths books with you and discuss their progress and attainment in all subjects.

### **Telephone parents evening – Tuesday 17<sup>th</sup> October 15.50 – 19.00 or Wednesday (Dragonflies Class only) 18<sup>th</sup> October 15:50 – 19:00**

Your child's class teacher will speak with you via a telephone call for a ten-minute appointment. Your child's class teacher will share to the best of their ability online your child's English and Maths books with you and discuss their progress and attainment in all subjects.

### **Appointment with Mr Clode**

If your child has additional educational needs or if you are worried that your child may have additional educational needs that is impacting on their education, there will also be opportunity to meet with Mr Clode on both dates to discuss your child's specific educational needs. As with the class teacher's appointments, 16<sup>th</sup> October will be in person and Tuesday 17<sup>th</sup> October will be telephone appointments. Please select an appointment time via the online booking system.

Please note that **ALL** after school enrichment clubs will be cancelled for the week.

As always please bear with us if some appointments go over the allocated time.

We are looking forward to sharing your child's successes with you.

Yours sincerely,

Mr Luke Talmage  
Headteacher

Mr Alan Clode  
Deputy Headteacher

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