



# 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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Thursday, 23<sup>rd</sup> February 2023

Dear Parents and Carers

## Reference: Parents' evenings

We are looking forward to holding our parents' evenings in March. Class teachers will be holding their meetings with you on either Tuesday, 28<sup>th</sup> March, Wednesday, 29<sup>th</sup> March or Thursday 30<sup>th</sup> March 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 Zoom 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 Monday, 27<sup>th</sup> February 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 Tuesday 28<sup>th</sup> March or a Zoom appointment on Wednesday, 29<sup>th</sup> March or Thursday 30<sup>th</sup> March. **It is important that you only choose a slot for either a Zoom 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 Tuesday 28<sup>th</sup> March will close at 4pm on Sunday, 26<sup>th</sup> March. 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 Eylog or email to arrange an appointment directly.

### In person parents evening – Tuesday 28<sup>th</sup> March 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.

### Zoom parents evening – Wednesday 29<sup>th</sup> March 15.50 – 19.00 or Thursday 30<sup>th</sup> March 15:50 – 19:00

Your child's class teacher will meet with you via Zoom or via a telephone call for a ten-minute appointment. Your invitation to this meeting will be emailed home via Eylog or the year group email address. 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

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 teachers appointments on 28<sup>th</sup> March will be in person and Wednesday 29<sup>th</sup> March will be face to face appointments. Please select an appointment time via the online booking system.

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  
Head Teacher

Mr Alan Clode  
Deputy Head teacher/Inclusion Leader

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