



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

Duck Lane, Chard, Somerset TA20 2ES

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Monday 7th March 2022

Dear Parents and Carers

Reference: Parents' evenings

We are looking forward to holding our parents' evenings in the week beginning Monday 14th March. Most class teachers will be holding their meetings with you on either Tuesday 15th March or Thursday 17th March.

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.

As a school, we aim to be as environmentally friendly as we possibly can in all that we do and from now on all Parents' Evenings will be booked online through an online booking system.

At 21:00 on Tuesday 8th March, the first email contact for your child that is registered on our contact lists will receive a link via email to book either a Zoom appointment on Tuesday 15th March or a face-to-face appointment on Thursday 17th 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 15th March will close at 4pm on Sunday 13th March. No appointments will 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.

Zoom parents evening – Tuesday 15th March 16:00 – 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.

In person parents evening – Thursday 17th March 16:00 – 19:00

As prior to lockdown, 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.

Appointment with Mr Clode or Miss Gregory

As prior to lockdown there will also be opportunity to meet with Mr Clode to discuss your child's specific educational need or Miss Gregory to discuss attendance or wellbeing needs. As with the class teachers, Tuesday 15th March will be on Zoom and Thursday 17th 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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