



Crowmarsh Gifford C of E Primary School & Pre School

Care, Grow, Persevere, Shine

Dear Parents & Carers

26th February 2024

Parents Evening Spring 2024

There will be an opportunity for parents to choose to meet with teachers

- **face to face at the appointments available on Wednesday 6th March**
- **virtually via appointments made on other days**

How do I book?

Today you will receive an email. Follow the link in the email to book your time.

If you do not receive an email, please contact the school office

What will happen once I have booked?

- Once you have booked, via the link, you can assume this is your time
- For appointments on Wednesday 6th March please come to school . Please enter through the main reception and wait outside your child's classroom.
- Form appointments on all other days. Teachers will set up Microsoft Teams links and you will receive an email. You do not have to have Microsoft Teams to join the meeting. You simply click the link that is emailed to you

Timings

Appointments on the booking system are for 10min. However, discussions with the Teachers will be shorter than 10min to ensure Teachers can move on to the next appointment in a timely manner.

We are asking Teachers to be assertive with their timings and end conversations if necessary, as other parents will be waiting. This includes the last appointments of the day, as Teachers need to finish their working day.

If more time is required Teachers will make a note and contact you for a follow up conversation.

How can I make the best use of the time?

The time allocation is brief to accommodate all parents. If you wish to discuss a particular matter or have a specific question, please email the class Teacher in advance so together you can focus and use the time effectively.

If your child is on the SEN register your child's teacher will contact to arrange an appointment.

Yours sincerely

Mrs V. Eaglen, Headteacher