



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

Telephone 01689 853295 Fax 01689 889286

Email: admin.office@farnborough.bromley.sch.uk

Website: www.farnboroughprimary.co.uk

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

9 October 2020

Dear Parents/Carers of Children in Unicorns Class,

Autumn Term Zoom Parents' Meetings – Wednesday 21 October 2020

We are writing to invite you to your child's parents' meeting which will be held on Wednesday 21 October with Mrs Matthews. This will be your opportunity to discuss your child's progress, their strengths and areas for development. This will be of particular importance this year due to most of the children not attending school for six months due to the National Lockdown.

This year, due to the various restrictions, we are conducting Parents' Meetings via Zoom. Please can we ask that you ensure you enter the waiting room no more than five minutes before your meeting time. We also need to remind you that the appointment times will be kept to strictly ten minutes per child. If however, you need a longer discussion or a different time for any reason, please email the admin.office email address and we will try to accommodate a meeting for you on a different day or at a different time.

If you make an appointment and then find you are unable to keep it, **please** ensure that you let the school know. We would ask parents to try and keep to the time given, as I am sure you understand it is a very busy day.

Teachers will be available to arrange individual appointments between the following times:

DAY/DATE	BETWEEN
Wednesday 21 October	09:00 – 12:00 13:00 – 15:30

We will be using the online appointment booking system which allows you to choose your own appointment times with teachers, receiving an email confirming your appointments. Should you experience any technical difficulties please do not hesitate in contacting Mrs Ellson who will be happy to help.

Online bookings will go live at 8pm on Tuesday 13 October 2020 and will close on Sunday 18 October at 4pm

Please visit <https://farnboroughprimarysch.parentseveningsystem.co.uk> to book your appointments. The zoom details will be given out the week commencing 19 October.

If you do not have access to the internet, please call the school who will be happy to assist you in making an appointment.

Yours sincerely

Miss Angela James



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