



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

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Website: www.farnboroughprimary.co.uk

Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

5 November 2021

Dear Parents/Carers of Children in Pixie's Class,

Autumn Term Zoom Parents' Meetings – Monday 22 November and Friday 26 November

We are writing to invite you to your child's parents' meeting which will be held on Monday 22 November or Friday 26 November with Miss Parker. This will be your opportunity to discuss your child's progress, their strengths and areas for development.

For health and safety reasons, 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 and that you update your participant's name to your child's name. 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. Unless absolutely necessary, please be advised that there will only be one appointment given per child, however, both parent/carers will be able to attend the zoom meeting for their child.

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

DAY/DATE	BETWEEN
Monday 22 November	13:00 – 16:30
Friday 26 November	13:00 – 16:30

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 Monday 8 November and will close on Wednesday 17 November at 4pm.

Please visit <https://farnboroughprimarysch.parentseveningsystem.co.uk> to book your appointments. The zoom details will be sent out by Friday 19 November.

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
Head Teacher



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