



# Farnborough Primary School

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Executive Head: Miss A James BA (Hons), PGCE, NPQH

29 September 2023

Dear Parents/Carers of Children in Unicorns Class,

## Autumn Term – Microsoft Teams Parents’ Meetings – Wednesday 11 October

We are writing to invite you to your child’s parents’ meeting which will be held on Wednesday 11 October with Miss Morrison. This will be your opportunity to discuss your child’s progress, their strengths, and areas for development.

We will be conducting Parents’ Meetings via Teams, however, we will also be inviting parents into school later in the term to see your children’s books.

On the day of your Teams Parents’ Meeting 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 Teams meeting for their child.

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

<b><u>Parents’ Meeting Date</u></b>	<b><u>Time</u></b>
Wednesday 11 October	09:00 – 17:30

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 Ms Ellson who will be happy to help.

**Online bookings will go live at 8pm on Monday 2 October and will close on Sunday 8 October at 4pm.**

Please visit <https://farnboroughprimarysch.parentseveningsystem.co.uk> to book your appointments. The Teams details will be sent out at the latest the day prior to your meeting.

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  
Executive Head



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