



Ms Sue Lovecy, Head of School

Dear Parent / Carer,

12 January 2021

Spring Term Parents Evening – PRIMARY CLASSES

This term we are able to offer 10 minute ‘on line’ appointments via Microsoft teams with your child’s primary teacher.

The dates and times that are available are as follows:

- **Reception – Year 2 - Appointments available on Tuesday 26 January and Wednesday 27 January from 3.00pm – 6.00pm**
- **Year 3 – appointments cannot be made at the moment due to staff absence**
- **Years 4 and 5 - Appointments available on Tuesday 2 February and Wednesday 3 February from 3.00pm – 6.00pm**
- **Year 6 - Appointments available on Monday 1 February and Thursday 4 February 3.00pm – 6.00pm**

If you wish to make an appointment please complete and return the form to reception@stmartins3-16.org

If your preferred slot is already booked we will allocate you the nearest free appointment.

You will then be sent a link via email for your ‘teams’ appointment.

Yours faithfully,

Ms Lovecy – Head of School

Primary parent evening

| Name of Child | Teacher | Date requested | Time requested |
|---------------|---------|--|---|
| | | R–Yr2 – 26/27 Jan Yrs 4 & 5 -2/3 Feb Year 6 - 1 Feb /4 February | (Appointments available every 15 minutes from 3-6pm) |
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Parent email address: _____

Name of parent/carer: _____ Signed: _____