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SK2 5LB

Tel: 0161 483 5045
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Headteacher: Mrs S. Benson, B.Ed., M. Ed. N.P.Q.H.

25th June 2021

Dear Parents/Carers,

This year we will be holding our end of year Parents Evening virtually on Monday 12th July. We will be able to offer you a 10-15 telephone or a video call appointment over Google Meet.

The meeting will give you a chance to discuss your child's progress this year, targets and other relevant information. We will send out all relevant paperwork and the end of year reports the week before to give you a chance to look at them before meeting with your child's class teacher.

If you choose the Google meet option you will need to inform the class teacher of your email address and have a good internet signal to ensure a quality connection. You can download the Google app to your phone or tablet or you can just click on the link that you are sent via email and access it through your browser on your phone, tablet or computer.

If you choose the telephone appointment option, please make sure you have your phone available at the appropriate time. Please be aware that the call may come from a private or "unknown" number.

If you would like to speak to a SALT, OT, Physio or member of the family liaison team please let your class teacher know and school will arrange for them to make direct contact with you.

Please could you return the slip on the next page to let us know whether you would like a Google Meet or a telephone appointment and to let us know your preferred times. Confirmation of the Parents Evening timings will be sent out by the class teachers.

Yours sincerely,

A handwritten signature in black ink that reads "Samantha Benson".

Samantha Benson
Headteacher



Lisburne School



Please complete this slip and return to school by Wednesday 7th July

Child's name: _____

I/We would like a Google Meet appointment

Email address: _____

I/ We would like a telephone appointment

Telephone number : _____

My/ Our preferred times are (please circle your preferred slot):

Monday 12 th July	3.30- 4.00	4.00- 4.30	4.30- 5.00
	5:00- 5:30	5:30- 6:00	6:00- 6:30

We will do our best to give you a 10-15 minute appointment within your chosen slot. We will confirm the time you have been allocated and send Google Meet Links out as soon as we are able.

Class: _____

Signed: _____

