

Fairfield First School

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6th October 2020

PARENTS' EVENINGS

Dear Parents'/Carers,

We will be holding our Autumn Term Parents' Evenings during the weeks beginning 12 and 19th October 2020. Due to the current restrictions we are still unable to have visitors in school, as a result these meetings will take place by telephone.

Oak Class	Beech Class	Holly Class	Chestnut Class	Willow Class
Tuesday 20 th & Wednesday 21 st	Monday 19 th & Thursday 22 nd	Tuesday 20 th & Wednesday 21 st	Tuesday 13 th & Wednesday 14 th	Monday 19 th & Thursday 22 nd

These meetings will provide you with an opportunity to talk with the staff from your child's class and discuss the progress that they have made and how well they have settled into the new school year.

Each telephone call will last for a **maximum of 10 minutes**. Please do not be offended if the class teacher brings your call to a close after the 10 minutes are up, we do not want other parents/carers to be kept waiting beyond their appointment time. If you, or the teacher, feel that there are special reasons for a longer call then we would be pleased to arrange this at a mutually convenient time.

To book a Parents' Evening appointment we have a simple online booking system to make the process as easy as possible for everyone. There are 2 ways to find the booking system:

1. Use the Parents' Evening icon, within our School App.
2. Go to: <https://fairfieldfirst.parentseveningsystem.co.uk>

You will then need to enter just a few simple personal details. These details should be of the person whom we hold as the main contact in school (for 95% of our children this is mum). Please ensure that the information you input is exactly the same as the information that we hold in school (e.g. Ms/Miss/Mr etc).

The booking system will be available to access from **7pm on Wednesday 7th October**. Due to time restrictions it is only possible to allow 1 appointment for each child however if you require alternative arrangements, please contact the School Office.

Our staff will contact you using the details we hold in school (landline and then mobile number) if you have an alternative phone number that you would like us to call you on, please add this to notes/message section when booking. You may also leave a short message, should there be a particular area you would like further information about or a particular question that you would like to ask.

I would like to remind families that these calls are not compulsory and that staff can be contacted via Google Classroom or the School Office (office@fairfield.worcs.sch.uk) if you have any questions or concerns at any time throughout the school year.

Thank you for your continued support.

Yours sincerely,

Scott Smith
Headteacher

