



Website: [www.richardson-dees.eschools.co.uk](http://www.richardson-dees.eschools.co.uk)  
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Outstanding Governance Awards Finalists 2019



Chair of Governors: Mrs A Parker BA (Hons) FCIPD MIOD

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Friday 6<sup>th</sup> November

## **Parent / Carer Telephone Consultations: Reception to Year 6** **Monday 23<sup>rd</sup> November 1:30pm-6:30pm**

On Monday 23<sup>rd</sup> November, we will be arranging telephone appointments to discuss your child's progress and achievement so far this year. As a result of the pandemic, we will **not** be conducting face to face meetings in school. Because of the time lost in school this year, we have brought these conversations forward from January which is when we usually conduct them. It is our intention to have a second consultation process in the summer term.

Appointments **can not take any longer than 10 minutes**, so should you feel you need more time to talk about your child, then please feel free to organise an additional appointment with the class teacher during your telephone meeting.

All appointments will be coordinated by our office staff. In the interests of health and safety, we are asking parents and carers to phone school to make the appointment. We will not be providing any forms to fill out. **To be sure that you get a suitable appointment time, please call as early as possible.**

We are only offering telephone appointments this time but will review this ahead of the summer when we may be able to offer virtual meetings – if, of course, we are still not able to host you physically in school.

Below is the information we will require when you call.

- Which children you will need to make appointments for
- What your preferred time slot(s) would be (We are offering telephone appointments between 1:30pm and 6:30pm)
- Your chosen contact number
- Who will be joining the call (if there will be more than one joining, please let us know in advance)

**Communication between home and school is a critical part of the process of education. Your input is incredibly important to us. We look forward to hearing from you.**

Kind regards,  
Mr W Myers  
Headteacher

