



Dear Parents and Carers

Parents' Evening

We are pleased to offer parents the opportunity to meet with your child's class teacher on the week beginning 21st February. The purpose of the meeting is to discuss your child's progress at school. It will be an opportunity to celebrate their successes as well as discuss targets for your child to achieve this term. This is a crucial meeting so that you are fully informed about your child's progress, and we strongly encourage parents to book an appointment.

As part of our commitment to keep everyone safe from COVID-19 and to reduce the number of adults within school, we will be holding all parent's meetings remotely using Microsoft Teams. You will be given instructions before your appointment on how to join the meeting. We will be conducting Parents Evening on the dates outlined below.

EYFS -	Tuesday 22 nd February 1pm - 3pm Wednesday 23 rd February 3:30pm - 5:30pm Thursday 24 th February 3:30pm - 5:30pm
Year 1 -	Wednesday 23 rd February 1pm - 3pm and 3:30pm - 5:30pm Thursday 24 th February 3:30pm - 5:30pm
Year 2 -	Wednesday 23 rd February 3:30pm – 5:30pm Thursday 24 th February 1pm – 3pm and 3:30pm - 5:30pm
Year 3 -	Wednesday 23 rd February 3:30pm – 5:30pm Thursday 24 th February 1pm – 3pm and 3:30pm - 5:30pm
Year 4 -	Tuesday 22 nd February 1pm - 3pm Wednesday 23 rd February 3:30pm - 5:30pm Thursday 24 th February 3:30pm - 5:30pm
Year 5 -	Wednesday 23 rd February 1pm - 3pm and 3:30pm - 5:30pm Thursday 24 th February 3:30pm - 5:30pm
Year 6 -	Monday 21 st February 1pm - 3pm Wednesday 23 rd February 3:30pm - 5:30pm Thursday 24 th February 3:30pm - 5:30pm

To book your child's parents' evening appointment, simply click on the link provided and follow the instructions. You will receive an email confirmation of the time slots you have booked online.

<https://parklandps.schoolcloud.co.uk/>

Please note that time slots are available on a 'first come' basis. **The booking for parents' evening opens at 4pm on Wednesday 2nd February.**

Appointments are strictly timed to 10 minutes. If you are unable to make a video call appointment due to remote access issues, you can request a telephone conversation when making the appointment. Simply ask for a telephone conversation in the message section. Specific information on how to join the Teams meeting will be sent out closer to the Parent's Evening date.

If you require assistance with the online booking system, please speak to a member of the school office team and they will be able to help.

Yours sincerely

Mrs J Andrews

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