



Church Hill Infant School

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Headteacher: *Mrs C Elliott*

1st October 2020

Dear Parent/Carer,

Parents' Evening - Online Appointment Booking

We are planning to hold two virtual parents' evenings before the October half term.

We are really looking forward to discussing how well your child is progressing since starting school in August. This year has been an exceptional one and although communication with school is not being conducted face to face, the virtual meeting with your child's class teacher(s) will be just as informative.

The event will be carried out via Microsoft Teams with each appointment lasting no more than 10 minutes. Further instructions on how to access your virtual meeting will be sent shortly.

Parent/teacher consultations will be held for all classes between 3:30pm and 6:00pm on Tuesday 12th October and Thursday 14th October.

The school has an easy to use online appointment booking system. This allows you to choose your own appointment time slot with your child's teacher. Once booked, you will receive an email confirmation.

To book your appointment, please visit:

<https://churchhillinfants.parentseveningsystem.co.uk/>

A short guide on how to add appointments is included with this letter.

The appointments booking system will become live from 3.00pm on Monday 4th October until 12.00pm on Friday 8th October. Should you wish to make any changes after this date please contact the school office.

If you do not have access to the internet, please contact the school office.

Thank you for your continued support.

Yours sincerely

Mrs Elliott



The Bradgate Educational Partnership
Registration Number 08168237