



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
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Head teacher: Mrs Jo Davies

Friday 13<sup>th</sup> November 2020

Dear Parent/Carers,

### **Parents' Afternoon/Evening**

Thank you for using the online booking system to arrange your appointment for next week. If you have not booked an appointment, your child's/childrens' class teacher/s will be in contact with you over the next couple of weeks. This is going to be a very different Parents' Meeting this year for all of us, but we hope it will run smoothly and that you will be able to discuss the children's progress with the teachers.

This afternoon, your children will be bringing home an envelope containing their interim report and details of your Zoom appointment. Please can I ask that you have the report with you for the meeting as the teachers will be referring to this document. Should the system fail to work on the day due to technical issues, the teachers will phone you at the allocated appointment time. We hope that this will not have to happen. The appointments will be ten minutes long, the same as a normal Parents' Evening Meeting, and the Zoom meeting will be stopped after this time.

I hope you have a lovely weekend.

Kind regards,

Mrs Davies

Headteacher