Dear parent/carer

* We are holding the **progress update meetings** with parents from Monday 23rd October to

 Friday 27th October. These will be conducted by the class teacher. The meetings provide support and guidance as well as giving you a progress/wellbeing update on your child.

We are asking parents to choose which type of meeting they would prefer –

either **face to face** or **phone**.

You should **choose** which way you prefer to have the meeting in the box below or reply on Seesaw.

The teacher will send you your meeting day and time by **Friday 13th October.**

* **Face to face meetings (approx. 10 minutes)**

For face-to-face meetings please just arrive at school via the front entrance at the correct time and you will be directed to your child’s classroom. Pupils may wait with parents outside the classroom but should not be in the meeting.

* **Phone call meetings (approx. 10 minutes)**

Please be available and ready to take the call if you are having your meeting by phone. If your mobile number has changed or is different to the one school currently have, please inform us on the slip below and return to school. Unfortunately, missed calls may not be returned for several days. You may receive a No caller ID call at the appointed time.

* **Interpreters (**interpretator, tlmočník, interpret)

Please tick this box if you require an interpreter for the meeting.

**Language needed -**

* **Pupils finish early during parent meeting week!**

Pupils will finish school at 1:15 pm each day during this week. Lunches will be served as normal. ***Please ensure that your child is collected on time each day.***

* Please be aware that not all days and times of meetings can be changed if not suitable, due to the high number of meetings taking place, which is why we are also offering the phone call option
* Please compete below and return it to the class teacher by **Wednesday 11th October. Or reply on Seesaw making sure you include if you need an interpreter and which language. Please include any new mobile numbers.**

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* **Pupil name**
* **Parent name**
* **Teacher**
* Date and Time
* I would prefer a **phone** / **face to face** meeting on this date. **(PLEASE CIRCLE ONE)**
* The best **mobile number** for my **phone** meeting is