



Leigh and Bransford Primary School

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Monday, 30 November 2020

Dear Parents and Carers,

Parents' evenings this week

As you will already be aware, we are having our parent consultations via Microsoft Teams this year. To access your appointment, please login to **your relevant child's Office 365 Education account** (where we now set homework) and **click on the calendar** which is on the left hand side of the Teams screen - you will find this just below the assignments icon. Within the calendar you will see your appointment slot, which you can join at the allotted time.

As always, we will need to keep strictly to the ten minute slots and we will be focussing on your child's academic progress and targets. You will receive a short written summary of how your child is getting on after the consultation. If you have a need to speak about non-academic matters then please make a separate appointment for another time.

This will be the first time that we have used Teams in such a way, so we will all be getting used to this way of doing things. We have had a few successful practice runs and so are hopeful that all will run smoothly! If there are any issues then please let your child's teacher know by Class Dojo. If we have any major technical difficulties at either end, we will re-schedule the consultation.

Yours sincerely

Mr Bill

Headteacher