



# RICHARD WAKEFIELD C.E. PRIMARY ACADEMY

PRINCIPAL  
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29<sup>th</sup> September 2020

## Consultation Meetings – Autumn 2020

Dear Parents and Carers,

The consultation meetings we hold are a key part of our communication with you all and the first one of the year always focuses on how the child has settled in and how they are performing as learners at the start of the academic year. This year, more than ever, these meetings need to occur to address the above and also look at the impact of the last 6 months.

As you can imagine we cannot run these meetings as we would do normally in a face to face manner. Therefore we have been exploring the options available to us in order to facilitate these in a safe but effective manner. We have decided to offer all of you the following options;

- A maximum of a 10 minute Zoom call with your child's class teacher.
- A maximum 10 minute phone consultation with your child's class teacher.

Please note we will have to adhere to the time limits set above. As we always do, should a longer discussion be needed then this can be followed up.

Prior to the meeting each child will receive a brief report commenting on their learning attitudes and behaviours and also the next steps and targets we need to work on with them.

As we have never done this before, the logistics of running these meetings is going to be interesting as we need to make sure school phones are available and that the Wi-Fi can manage multiple Zoom calls at any one time. Therefore we will have to stagger these meetings both in terms of days that teachers will be doing and also times. However, each class will have at least one later session to accommodate working parents.

Please be patient with us as we try to make this happen in an efficient manner.

There is an initial Google form accompanying this letter for you to complete stating your preference for a phone or a Zoom call and also regarding the best time of the day for you. Once we have this information the staff will arrange which days they will be completing their consultations and we will be in touch with more detailed arrangements especially regarding accessing your virtual meeting.



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We will then provide an 'individual class' Google form for you to complete, stating your preference for time and date. The options will be across the weeks beginning Monday October 12<sup>th</sup> and Monday 19<sup>th</sup>. We will text when the forms are available.

We will not be able to share work in books as we usually do which I am sure you can understand. Hopefully we will be able to do this in the near future in some form.

Please complete the accompanying Google form by Friday 2<sup>nd</sup> October. This will enable us to allocate the dates available for your child's class teacher as soon as possible. Thank you very much for your patience and understanding.

Yours sincerely

Mr S. Webster  
Principal



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