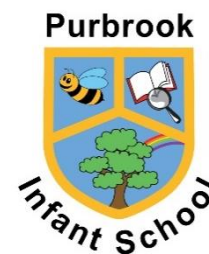


**PURBROOK INFANT SCHOOL**  
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Headteacher: Lisa A de Carteret  
Assistant Headteacher: Paul Stray  
Business Manager: Hazel K Dean



27 September 2021

Dear Parents/Carers of Children in Year 2

**Parental Consultations: Monday 04 October and Thursday 07 October**

In order for us to keep you informed of your child's progress and to discuss how he/she has settled into their new class we would like to offer you an opportunity to meet with their new class teacher.

In response to the Google Form that we sent out the majority of parents wanted face to face meetings which will enable them to look at their child's work prior.

In order to try and accommodate everyone, we will be offering the following blended approach:

**Zoom Meetings:** Monday 04 October between 3.30pm – 4.20pm. You will need to telephone the school office to book these meetings.

**Face to Face Meetings:** Monday 04 October between 4.40pm – 6.00pm and Wednesday 06 October between 3.30pm and 6.00pm. Please book online booking for these meetings. **Please book under your child's name and not your name.** [Year 2 Booking Website](#). *In order to keep everyone safe, we are asking that parents wear a face covering for this meeting unless you are medically exempt.*

In summary:

<b>Monday 04 Oct</b>	<b>No Zoom Meetings – face to face meetings in school only</b>	<b>Face to Face in School</b> 3.30pm – 6.00pm Book via online form (see link above)
<b>Thursday 07 October</b>	<b>Zoom</b> Between 3.30pm – 4.20pm Parent to phone school office to book their slot	<b>Face to Face in School</b> 4.40pm – 6.00pm Book via online form (see link above)

Please note that these meetings are scheduled to last a maximum of ten minutes. Unfortunately, we are not able to overrun as we have other parents waiting for their parental consultation to take place. Should you require more time, please feel free to make an additional appointment with the class teacher or Mrs de Carteret at a later date.

If you book a Zoom meeting, we will send a Zoom invitation via the ParentMail system. Please join Zoom just before your meeting time, where you will be in a waiting room. The teacher will admit you at your appointment time. Please ensure that the Zoom name shows that of your child, and not your name so the teacher admits the correct parent.

Yours sincerely

Mrs L A de Carteret  
Headteacher