

Fordley Primary School
Dudley Drive
Dudley
Northumberland
NE23 7AL



Phone: 0191 2502207
Email: office@fordleyprimary.org.uk
Website: www.fordleyschool.com
Twitter: @FordleyPrimary

Headteacher: Mrs C.L. Withers (BA QTS Hons, NPQH)

Autumn Term Parents/Carers Conversations with Class Teachers

Dear Parents and Carers of children in **Year 4**,

Under the current circumstances it is still not sensible for us to hold our Parents/Carers evenings face to face but it is important that we give you the opportunity to find out how your child is doing in school since returning in September. Many schools are sending out a brief written report but I feel it is vital that you have the chance to have a conversation with your child's class teacher as this means you can also ask questions directly.

Book look - You will also have the opportunity on the same day, between 8:00-9:00, to view a range of your children's learning in the school hall. This means you can see your child's books or learning journeys before your phone call with the class teacher.

How will this work?

Your child's class teacher/s will be released from class on a nominated day (see other side of this letter) and will then ring and speak to you at some point between 10:00am and 4pm. You can ask for a specific time by completing the attached reply slip and sending it back to school. If you don't ask for a particular time, your child's class teacher will ring you at some point during the day.

What do I need to do?

Please make sure we have a working and up to date phone number for you, and also pop our number 0191 2502207 in your phone so you know it's us ringing.



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What if I have a query before the date for my child's class?

You are always very welcome to ring school or email office@fordleyprimary.org.uk at any point if you have a concern or a worry, and your child's class teacher will ring you back at their earliest opportunity.

When will my child's class teacher ring me?

The following dates have been selected for each class (spread out over a few weeks). This is because we only have two outgoing phone lines and must keep one available for emergencies or parents/carers trying to get in touch as normal.

- Friday 19th November - Mrs Buchan's class
- Monday 22nd November - Mr Stewart's class

What do I need to do now?

Please complete the attached slip and return it to school if you would like your phone call at a specific time **because of childcare/work issues**.

If you are happy to have a phone call at any point between 9:30am and 4pm, you do not need to return anything.

Please remember you can view your children's books between 8-9am on the same day as your phone call (use the side entrance to the school hall).

Yours sincerely,

Mrs C.L. Withers
Headteacher



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Time Slot Request or Change of Number

You only need to return this slip if you are requesting a time slot for work/childcare purposes or if you have a change of phone number

Name of child: _____ Class: _____

Preferred time slot (if possible): _____

My new number is: _____

Any other information we need to know: _____

Signed: _____ (parent/carer)

