

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 **Reception**,

We have reviewed the way we used to hold parents/carers evenings before COVID, and how the phone calls have worked throughout COVID as well as listening to your feedback.

Because of this we have decided to offer the option of a face-to-face appointment or a phone call this time to try and support as many parents and carers as possible to speak to their child's class teacher about their child's wellbeing, learning and progress.

This will mean that your child's class teacher will be out of class for a full day (date is on the next page) until the last appointment of 5:50pm.

How will this work?

- **Book look** - You will have the opportunity on the same day, between 8:00-8:45, to view a range of your child's learning in the school hall
- **A phone call** - this can be a convenient option if you are not able to be away from work or have an appointment on the day, or if you have younger children at home
- **A face-to-face appointment in school** - if you choose this option, we would ask that you do not bring any children with you to allow for a focused conversation



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What do I need to do?

1. Only choose a preferred time **if you really need a time slot** (we will try to give you a time as close to your preference as possible). We will send you a letter with your time
2. 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

When will my child's class teacher ring me or meet with 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.

- **Monday 17th October – Miss Morey and Mrs Watson's class (RWM)**
- **Tuesday 18th October – Mrs Nicholson's class (RHN)**

What do I need to do now?

Please make your choice on the attached reply slip and return it to school (choose a face-to-face appointment or a phone call).

We will send you a letter to confirm your appointment.

Yours sincerely,

Mrs C.L. Withers
Headteacher



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RECEPTION REPLY SLIP FOR PARENTS/CARERS CONVERSATION WITH TEACHER

Choose 1 option only

ONLY put a requested time if you absolutely need one.

Name of child: _____ Class: _____

OPTION 1 - telephone call (tick the box)

☐

OPTION 2 - face-to-face (tick the box)

☐

Preferred time slot (if needed): _____

My new number is: _____

Any other information we need to know: _____

Signed: _____ (parent/carer)

