



# OLD PALACE PRIMARY SCHOOL



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2nd December 2021

Dear Parents/Carers,

This year our termly parent consultations will take place virtually, via Zoom on Tuesday 7<sup>th</sup> December and Wednesday 8<sup>th</sup> December. Each family will have ten minutes where the teacher will go through the child's current attainment, classroom behaviour and things for them to work on at home.

At the start time of your meeting, the teacher will admit you into the session and after 10 minutes the meeting will end. If you try to join the meeting earlier, you will remain in the waiting room until your appointment time.

You must have your child's name (for that class) as your username, otherwise you will not be permitted into the meeting. This is to ensure our safeguarding procedures are followed.

You will receive a separate text with the date, time and zoom information for the meeting. Please ensure you come at your designated time as if you are late or come at a different time you may not be seen.

We look forward to seeing you at the meeting.

Yours Sincerely,

Miss Millward  
Deputy Head



Headteacher: Mr G. Palmer BA (Hons)  
School Business Manager: Michele Walsham