



The Federation of West Leigh Infant School and Backwell C of E Junior School



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Executive Headteacher: Mr Nick Webster

8th March 2021

Parent Check-in Meetings Term 4

Dear Parents,

We will be holding virtual Parent Check-in meetings on Tuesday 23rd and Thursday 25th March. This will be an opportunity to discuss how your child got on during lockdown either at home or at school and look ahead to provision and support on offer in school through the rest of this academic year.

These will, once again, be via **Microsoft Teams** and you will be sent a brief form to complete with your preferred timeslot. Confirmation of your meeting time will then be sent home via your child. You will be sent a link to access your meeting, please click on this and your child's class teacher will admit you to this at your allotted time. If there are any technical issues during the meeting, we will phone you using the contact details we have on our system. Please inform us if these have recently changed.

We ask that you are ready at your allotted time and have read the attached guidance to ensure meetings run to time and as smoothly as possible. **All meetings will be recorded for safeguarding reasons.**

Each meeting will be **10 minutes in duration** and will be an opportunity to discuss your child's most recent learning and any specific areas of celebration and development.

If you have any questions or concerns linked to this, please contact us in the usual way. We look forward to having the opportunity to discuss your child's progress with you.

Yours sincerely

Nick Webster

Headteacher

