



KEYINGHAM
PRIMARY

Monday 15 November 2021

Dear Parents and Carers

RE: Parents Evening

We would like to invite you to your child's parents evening.

This will take place on Tuesday 30 November and will run from 3:45pm until 7:00pm. This term the meetings will be held over a Microsoft Teams meeting. Your child's class teacher will be setting up the meeting. This appointment will follow the Snapshot report that will be sent out next week.

I have attached a form [here](#) so you can add your preferred time and email address. The form will close at midnight on Sunday 21 November. Please ensure you have made an appointment before this date.

Our aim is to keep the conversations focused on achievement and progress as the appointment will be 5 minutes long. If there are any behavioural concerns, our policy is that we will have already raised these with you and so should not be required to be discussed during this call. If you have any specific questions relating to your child's snapshot report please add them to the form.

Kind regards,

Lucy Richardson
Operations Manager