



Archbishop Courtenay
Church of England
Primary School

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Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

23rd March 2021

Dear Parents/Carers,

PARENT CONSULTATIONS

We will be offering parent consultations this term on Tuesday 4th May 2021 between 1.30 pm to 4.00 pm and on Wednesday 5th May between 1.30 pm to 6.30 pm.

Our wish would be to meet with you face to face, however due to Covid Restrictions this will not be possible, therefore our intention is to offer ten-minute virtual appointments.

We will be conducting these consultations through your child's Microsoft Teams Account. You will receive an email with a link to book your preferred time slot in due course.

If you would like an appointment with our SENCO Team Mrs Sarah Bone and Mrs Grace Donnay please advise the school office who will pass on your request.

The closing date for booking appointments will be Thursday 29th April 2021

Kind regards

Yours sincerely,

Mrs Sue Heather

Headteacher