



BEANFIELD PRIMARY SCHOOL

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Principal: Mrs S Eathorne
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 @BeanfieldPri

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Dear Parents/Carers,

Parents Evening – Telephone Appointments Online Appointment Booking

Usually after half term, we would invite you to attend a face to face parents evening appointment with your child’s class teacher to have a look at their work and review how they have settled into their new class. As you will understand, with the current situation we are not in a position to be able to safely manage 700 sets of parents coming into the school building. We do however know how important it is for you to have some time to discuss your child with their class teacher, so for this term, we will be holding telephone call appointments instead of a face to face meeting.

Teachers will be offering a 10-minute appointment between 9:30am and 5:50pm. You will also receive a mini report on Monday 9th November which will form the basis of the conversation. Due to the number of phone calls teachers will need to make, we will be asking parents to support us in sticking to the 10-minute appointment. If you require a longer follow up conversation after, then please let the class teacher know.

To ensure the staff have a dedicated space to make these calls, we have scheduled different classes in each year group on a different day:

Tuesday 10th November	Wednesday 11th November	Thursday 12th November
R1, 1B, 2A, 3B, 4B, 5A, 6D, Ruby, Sapphire, Emerald	Nursery, R2, 1C, 2C, 3A, 4A, 5B, 6A, 6B, Amethyst, Amber, Topaz	R3, 1A, 2B, 3C, 4C, 5C, 6C

Appointments can be booked through Wisepay, our online appointment booking system. This allows you to choose your own appointment times with teachers. Please note that if you have more than one child in the school and their appointments are on the same day, we ask that you book different times for each child, one appointment with each teacher, and that you leave at least a ten-minute gap between appointments. Once you have completed your booking you will receive an email confirming your appointment(s).

**Please log on to Wisepay to book your appointments from Friday 23rd October at 4pm.
This will close on Thursday 5th November at midnight.**

Should you wish to make any changes after this date please contact the school office. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Mrs Samantha Eathorne
Principal

Nurturing the citizens of tomorrow through our Community Code:

Freedom Tolerance Responsibility Respect Pride