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@YewTreeSandwell



Dear Parents/Carers,

Next month, we invite you in to meet with your child's class teacher to talk about how they have settled into their new class and the things they need to focus on in their learning this year. As we have done in the past few years, our autumn term parents' evening will be held online (with the spring term ones in person).

We think it is important that you have the opportunity to talk with your child's teacher so that you can work together to support their learning this year so please do book an appointment. This letter outlines the arrangements we have made for Parents' Evening but do get in touch if anything is not clear.

You are invited to 'virtually' meet with your child's class teacher on **WEDNESDAY 21st OCTOBER** between **3.30pm – 6.30pm**. These are only brief appointments (5mins approx.) to 'check in' so any more detailed conversations that are needed should be arranged separately.

The appointments will take place on a free video platform called Zoom. Teachers will send the Zoom link details you need in advance (you just need a device with a camera and microphone). Parents will only be able to meet where an appointment has been made so please use the link you have been sent (as this may not be the same as other parents/carers in your child's class).

In order to request an appointment please complete the form published on Class Dojo (also available [HERE](#)) specifying which slots you prefer. Your child's teacher will review this and will try their best to accommodate the slot you have requested. Please ensure you have completed the appointment request form by **9.00am on FRIDAY 25th SEPTEMBER** (places will not be allocated before that time). Appointment times allocated will be sent home on 02.10.26 via Class Dojo.

In Summary, please follow this process to make an appointment:

1. Please request an appointment

You should complete the appointment request form by **9.00am on FRIDAY 25th SEPTEMBER**. Staff will then try their best to allocate you an appointment, within the slot you requested, in the week following this.

2. Note your allocated appointment time

Your child's class teacher will send you the specific appointment time allocated, via a message on Class Dojo, on **FRIDAY 2nd OCTOBER**.

3. Join the Zoom link

You will need to join your appointment slot using the Zoom link which will be sent to you on class Dojo by **FRIDAY 16th OCTOBER**.

If you have any questions then please get in touch.