



Compton and Up Marden CE School
School Lane
Compton
Chichester
West Sussex
PO18 9EZ

Headteacher: Mrs C Inskip BA.QTS (Hons)

Telephone: 023 92631900
E-mail: office@cuprimary.co.uk
Website: www.cuprimary.co.uk

25 February 2021

Dear Parents,

Parents' Consultation Evening by phone:
Thursday 4 March and Tuesday 9 March

As we are unable to invite parents into school for Parents' Evening at the moment, we are instead inviting you to attend a telephone consultation daytime appointment on Thursday 4 March or evening telephone consultation appointment on Tuesday 9 March. Please note that these appointments are for 10 minutes.

The purpose of these meetings is to find out about your child's progress against the work set by School as well as their behaviour and attitude towards learning. We will be sending an interim report to you before the appointment as a basis for discussion.

As you are aware, the Coronavirus pandemic has inevitably led to gaps in every child's education. Teachers have been working closely with all of the children to identify any gaps in their learning so that we can address these. Parents' Evening will allow Teachers to share with you, things that you can do to help to support your child to close these gaps more quickly.

How do I book a time slot for my telephone call?

Please complete the form below and return via email to: office@cuprimary.co.uk as soon as possible. An appointment time will then be sent via return email. Please ensure that you include the telephone number that you wish us to contact you on.

What happens if I miss the telephone call?

Please book a time slot for the telephone call to take place during a time when you know you will be able to take the call. If you do not answer the phone, teachers will not leave a message. They will try to call you a second time within the time slot you have chosen. If you do miss your call, please do not call school back as no one will be able to take your call after office hours (8.15am – 3.45pm). Each phone call will last 10 minutes. If you need to talk to the teacher for any longer, you will be able to contact school in the normal way to arrange this for a later date.

How will I know how to support my child at home?

Before Parents Evening, you will be sent home a brief interim report. This will form the basis of the discussion with the Class teacher. Your child's class teacher will discuss what your child's targets are



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in reading, writing and maths. They will share what school are doing to support your child and then share what you can do to support at home so that any gaps in learning are closed rapidly.

If you are unable to attend on either of these days, please email the office. The Class teacher will contact you to arrange a convenient time.

Please complete the attached slip and return via email by Monday 1 March. Appointment times will be sent out soon after.

Please do not hesitate to contact school if you have any concerns or questions regarding the telephone Consultation Evening.

Yours sincerely,

Mrs C Inskip

Head Teacher

Parents' Consultation Evening – Thursday 4 March and Tuesday 9 March

(please return via email office@cuprimary.co.uk by Monday 1 March)

Child's name **Class**.....

I/we would like a telephone appointment with the class teacher on (please tick as appropriate):

Thursday 4 March

- 9.30am – 11.45am
- 1.10pm – 2.30pm

Tuesday 9 March

- 3.30 – 5.00pm
- 5.00 – 6.00pm

The number I wish to be contacted on is _____

Signed Date



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