



RE: Parents' Evening

7th October 2020

Dear Parents/Carers,

We would like to invite you to attend our virtual Parents' Evening on Wednesday 21st October 2020. This is an important evening and provides you with an opportunity to meet your child's class teacher, discuss how they are settling into their new class and share any concerns.

All 10 minute appointments will be online via Microsoft Teams, please complete the slip below to request a time slot and write which email address you would like the invitation sending to. Your child's class teacher will then send out the electronic meeting invite. On the day of the meeting please make sure you are online 5 minutes before the appointment by clicking 'join meeting'.

Please see our Parent/Carer 'how to guide' for more information by following this link:

<https://www.saxonhillacademy.org.uk/uploads/COVID%20Docs/Teams%20for%20Parents.pdf>

Alternatively, if you do not have access to the internet or would prefer a 10 minute appointment via the telephone

Please complete the Google Form by Wednesday 14th October to request an appointment; <https://forms.gle/pgtuTzLpVCuS8M5NA>

Yours sincerely

Mel Newbury
Head of School

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