



Isaac Newton Primary School
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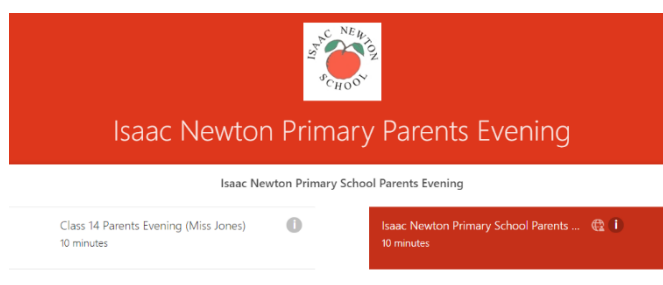
2.11.2021

Dear Parent/Carer

Due to the current situation regarding Covid-19 we have made the decision to hold Parents Evenings remotely this term. We feel that this is the best way for us to keep our school community safe whilst still ensuring that we are able to update you regarding your child's progress and how you can continue to support them with their school work at home.

Parents Evening appointments will take place on Wednesday 17th and Thursday 18th November. These will be held via Microsoft Teams and you will need to use the following link to book your slot: <https://outlook.office365.com/owa/calendar/IsaacNewtonPrimaryParentsEvening@citacademies.co.uk/bookings/>. Alternatively you can scan the QR code at the bottom of this letter.

Due to unforeseen circumstances Miss Jones (Class 14) is unable to offer Parents Evening appointments on Thursday 18th November. She is therefore doing appointments on **Tuesday 16th November** and **Wednesday 17th November**. There is a separate booking link for Class 14 on the booking page, please ensure that this is selected.



Upon accessing the booking form you will need to select the relevant tab at the top of the form. If your child is in Class 14 then please select this one, if not then they should select the 'Isaac Newton Primary School...' tab. You then need to find your child's class teacher from the drop down menu. At this point you will be able to see all of their available appointments and book onto one of these. You will need to enter your name, email address, telephone number and child's name to ensure that we have the relevant details. You will then receive a meeting invite/ link sent to your email address. Please book an appointment for EACH of your children with the relevant class teacher. Appointments will be offered on a first-come-first-served basis. Should you need to re-arrange or cancel your appointment then this can be done by following the link sent to you in your confirmation email.

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Select staff (optional)		
Miss Winston		
3:45 pm	4:00 pm	4:15 pm
4:30 pm	4:45 pm	5:00 pm
5:15 pm	5:30 pm	5:45 pm
6:00 pm	6:15 pm	6:30 pm
6:45 pm	7:00 pm	7:15 pm

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Add your details

Name: _____

Email: _____

Phone number: _____

Please let us know if you have any special requests. Thank you.

Notes (optional): _____

Appointments will be 10 minutes long and we have instructed teachers to ensure that these are ended **promptly** so that they are not late for other appointments. Should you wish to discuss something in more depth with your child's class teacher then we would ask that you book a follow up appointment or phone call at another mutually convenient time. Please do not be offended if your teacher has to end the Microsoft Teams appointment because it has reached the 10 minute time limit.

Please note that if your child is in Class 3 with Mrs McEvoy and Mrs Collishaw then you should select **Mrs McEvoy** from the drop down menu on the booking form when booking your appointment. This is purely for booking purposes and Mrs Collishaw will be present at the Parents Evening appointment.

To access the meeting you will need to download the Microsoft Teams app to your phone, laptop or device, this can be done via the app store or the Microsoft website. Should you need any support with booking or accessing your Parents Evening appointment then please do not hesitate to contact the school office on 01476568616 or at enquiries@isaacnewton-cit.co.uk.

Kind regards



Mr Heathcote
Headteacher

