



# Crookfur Primary School

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## Family Centre



Information for Parents Evening Appointments

November 2021

Appointments should have been booked in advance using our School Cloud System. If you have not arranged an appointment, please telephone our school office (0141 570 7120).

Class teachers will call the number that you left with your appointment booking. If you did not leave a number, then they will dial the main contact telephone number that we hold in school.

If, for any reason, you are unable to take the call, the teacher may try again later if they have a free appointment. If not, please contact the school office on Thursday 11<sup>th</sup> or Friday 12<sup>th</sup> and we will try to arrange an alternative at a later date.

Parents/carers should not telephone the school during Parents Evening.

Teachers will need to run strictly to time. Please do not be offended if they have to draw your conversation to a close, a further telephone appointment can easily be arranged for any matters that require further discussion.

Children are welcome to participate in appointments if you wish, however we understand that this may not be practical.

Sibling appointments are automatically set with a 10 minute gap, this should avoid parents/carers being held on with one appointment and potentially not being able to answer the next. However, with the best will in the world, this can happen. Just as we usually do, the school leadership team will monitor appointments and try our best to keep them on track and manage any delays. We will be able to access our messenger service and will send a text message if there are any issues that we need to make you aware of.

This is a new way of working for us and teachers will do their very best to give you a detailed overview of your child(ren)'s progress and next steps. We hope that we do not encounter any technical issues but please be assured that if there are any problems, we will make arrangements to provide the opportunity for you to talk with your child's teacher at another time.

Thank you for your continued support

Mrs McGuigan