

## People Directorate

**Head Teacher : Mrs Louise Morrison**  
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Friday 19th March 2021

Dear Parents and Carers,



We would like to provide parents/carers with the opportunity to have a dialogue with the Class Teacher, as part of our commitment to reporting to parents. Due to the ongoing COVID situation, there will not be face to face parental appointments. As such, we have scheduled appointments for Wednesday 31<sup>st</sup> March to allow parents/carers to be updated on their child's progress and to discuss any staged intervention plans for those children who receive additional support for their learning.

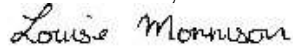
The appointments will be arranged for **between 3.00 and 6.00pm**. The Class Teacher will call you using the South Ayrshire online telephone system which means that the number will appear as a mobile number. Unfortunately if you miss the call, you will not be able to return the call and you will have to call the school office.

We will send a text on Monday 22<sup>nd</sup> March to ask if you would like an appointment with the Class Teacher. Please reply **YES or NO**. We will try to accommodate Parents'/Carers' preference for times so please reply to the text with the preferred times if there are work commitments e.g. **YES Wednesday 3.00-4.00pm**.

If you feel that you require additional time to discuss any matters arising during the Parents' appointment, then please let the Class Teacher know and we will arrange a mutually convenient time for another appointment as the appointments will need to be for a **maximum of 10 minutes** as other parents will be waiting on their call.

We would appreciate prompt responses to allow us to schedule the appointments on Wednesday at the staff meeting. Parents will be sent confirmation of their appointment time by Friday 26<sup>th</sup> March.

Yours sincerely



Louise Morrison  
Head Teacher