



ST RICHARD'S
VC ACADEMY

Wednesday 14th October 2020

Parents' Evening

Monday 19th October 2020 - 9am – 6:30pm

Dear Parents/Carers,

As you know, we are keen to ensure parents/carers are regularly provided with an opportunity to speak with their child's class teachers and are kept informed about their progress. We have, therefore, arranged for all class teachers to be available on: **Monday 19th October, between 9am and 6:30pm.**

Due to the Trusts Covid-19 rules and regulations we have decided to hold this Parents Evening in the form of a **phone call**. Your child's class teacher will ring you on the date above between 9am and 6:30pm for a 5-minute phone call to discuss your child's learning so far.

Please call the school to let us know if you are unable to receive a phone call on the above date so an alternative time can be arranged. If you are unable to answer the phone, the teacher will try again later or another day.

Please note: Phone calls to parents may be made from an unknown number

Thank You
Yours sincerely,

Mrs E. Cook – **Acting Head of School**

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