



# Newport Church of England Junior School

Avenue Road, Newport, Shropshire, TF10 7EA  
Tel: 01952 386600 Email: [a3082@telford.gov.uk](mailto:a3082@telford.gov.uk)  
Web: [www.newportjuniorschool.org.uk](http://www.newportjuniorschool.org.uk)  
Head teacher: Mrs Nicola Moody MA PGCE

Monday 7<sup>th</sup> October 2024

Dear Parents and Carers,

We are writing to you regarding arrangements for 'parents meetings' that are held annually in October offering parents and teachers an opportunity to discuss how the children have settled.

We had really positive feedback about the option for phone calls/Teams meetings again last year so we will continue this offer. We will therefore offer you the choice of a phone call/Microsoft Teams meeting in the morning or a face to face meeting in our school hall in the afternoon.

Phone calls/Teams Meetings will take place between 9am and 12pm, face to face meetings can take place between 1pm and 4pm.

The meeting will be limited to a ten minute slot and we ask that you return the reply slip below indicating a preference for a time for the meeting to take place on the allocated date for your year group:

Monday 21<sup>st</sup> October: Year 3  
Tuesday 22<sup>nd</sup> October: 4L and 4J  
Wednesday 23<sup>rd</sup> October: Year 5 and 4PW  
Thursday 24<sup>th</sup> October: Year 6

We will do our best to accommodate your request and the slip will be returned to you confirming details for your meeting. **If for any reason you cannot attend using the above arrangements please contact your class teacher and they will do their best to accommodate your needs.**

We thank you for your support.

Take care

Mrs Moody

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Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

## OPTION 1

Δ I request a phone call/Teams Meeting (please delete as appropriate) between:

Δ 9-10am    Δ 10-11am    Δ 11-12pm

Phone number or email address to be used: \_\_\_\_\_

## OPTION 2

Δ I request a face to face meeting between:

Δ 1-2pm    Δ 2-3pm    Δ 3-4pm

Name of Parent(s) who will be attending: \_\_\_\_\_



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