

**Headteacher**

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Laurance Haines School

Monday, 9 November 2020

Parent Consultations - week beginning 23rd November

Dear parents and carers,

This year we are holding our parent consultations a little earlier in the academic calendar. We feel that, given the circumstances we are all facing, having some real time contact with your child's teacher this term is going to provide the necessary communication your child needs to further succeed and for you to have peace of mind that your child is safe, happy and learning well.

Based on the guidance from the DfE, we cannot invite parents into school. Instead, we are offering either a Zoom call or a traditional telephone call to meet with teachers. These appointments will have to be limited to up to 10 minutes long and if you chose a Zoom call then a code will be sent out to you prior to your appointment.

You will be able to book your appointment from 9:00am on Friday 13th November and the booking system will close at 3:00pm on Wednesday 18th November. In order to book an appointment, log into **Arbor** and go to **Students** then down to **Parents and Guardians** and then to **Guardian Consultations**. Click on the date and then the teacher you want to see which will then take you to the booking form and the time slot you require. You will need to comment in the notes section as to whether you would like a Zoom or telephone call. Please contact Ms Breeding at school office via the school number or by email at victoriabreeding@lhaines.herts.sch.uk should you need any further assistance with this.

Parents of children in Team Holly, please note that due to Miss Smart's absence, we will be hosting your parents' consultations later in the year, when she has returned to school.

If you wish to speak to another member of staff in addition to your child's teacher, please contact them individually to make a separate appointment.

We look forward to speaking with you. As always, if you have any further questions please contact the school.

Warm regards,

Mr Sebastian Gray
Headteacher

"For a better future"