



YSGOL PLAS COCH

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October 19th 2020

Parent evenings

Dear parents and carers,

Around this time of the year, we would usually let you know about parent evenings, which are usually held at the beginning of next half term, when we discuss with you how your child has settled into his / her new class.

Traditionally, these are held at the school with parents and carers coming in for a 10 minute discussion with the class teacher.

Due to current Covid-19 restrictions, we are unable to have parent evenings in their usual format at the time being. We have looked at, and discussed other possible formats and have decided that the forthcoming set of parent evenings will be held over the phone, after school, on specific days and times. Below is some information on the arrangements:

- With this letter, there's a link to a short questionnaire, to be completed, noting the evening that you'd prefer a phone call from your child's class teacher.
- You will also need to note if you'd like the call in Welsh or English and also the phone number for the teacher to call
- The questionnaire must be completed by **3:30pm on Friday, October 23rd**.
- **Please complete one questionnaire per child, don't put brothers and sisters on the same one.**
- During the first week back after half term, you will receive confirmation of the date and time of the phone call.
- Due to the way the evenings have to be arranged, including the number of phone lines available in turn leading to different teachers having to make calls on different evenings, it's possible that you won't be receiving calls about brothers and sisters on the same evening.
- Every call will last for no more than 8 minutes, with 2 minutes at the end of the call for the teacher to make notes and prepare for the next call.
- The teacher will make the call at the beginning of the time slot. If there is no answer, he / she will try again in a few minutes. If there is no answer the second time, they won't be trying a third time.
- Please do not phone the school if you miss the first call so not to 'block' a phone line; please wait for the second call.

- If you miss the second call, you'll need to rearrange a call on a different evening.
- When you receive the call, either the school's number or 'No Caller ID / Caller withheld' will appear on your phone.

We hope that this system will only need to be used once and that we'll be able to welcome you into the school for the next parent evenings around the Easter holidays.

With thanks beforehand for your co-operation,

Osian Jones