



Headteacher  
Mr. Dale Bateman

## Coopersale and Theydon Garnon C. of E. V.C Primary School

Brickfield Road,  
Coopersale,  
Epping,  
CM16 7QX

Tel: 01992574890

Email: [admin@coopersaletheydongarnon.essex.sch.uk](mailto:admin@coopersaletheydongarnon.essex.sch.uk)  
Website: [www.coopersaletheydongarnon.essex.sch.uk](http://www.coopersaletheydongarnon.essex.sch.uk)

Tuesday 1<sup>st</sup> December 2020

### **Parents' Consultation Day - Thursday 10<sup>th</sup> December 2020**

Dear Parents and Carers,

**Virtual parent consultations will take place for all year groups on, Thursday 10<sup>th</sup> December 2020**

**PLEASE NOTE THAT THE SCHOOL WILL BE CLOSING ON 10/12/2020 AT 1.15PM  
(staggered close up to 1.30pm)**

If you are planning to use Shine Clubs provision – please make sure you have registered with, Shine Clubs in advance. Registration forms can be found at: <https://www.shineclubs.com/coopersale>. On Wednesday 3<sup>rd</sup> December, we will be sending you a direct link to online book the additional session if you wish to use it (1.30pm to 3.15pm).

Consultations will be taking place via Microsoft Teams virtual platform. Do make sure that you have access to a device that will receive virtual calls, such as a smartphone, laptop or tablet. The Teams app is downloadable on most devices (more details will be sent tomorrow).

Could you please indicate on the form attached your preferred approximate time for a meeting with the class teacher, and **return the slip tomorrow, Wednesday 3<sup>rd</sup> December.**

**Return slips are not to go to the front office**, please leave them in your child's book bag where the class teacher will collect them directly. Your child's class teacher will select a specific 10-minute meeting time from your session preference given, and you will be emailed the meeting invite. You are able to send us up to two emails to be used for the virtual meeting. This is to assist you, in case parents are not in the same location, due to work commitments etc.

If you would like for our School SENCo to take part in the meeting, make sure you request between 5pm and 7pm. Do also tick the request box below.

We look forward to seeing you.

Mr. D. Bateman  
Headteacher

## PARENTS' CONSULTATION REPLY SLIP

**Parent Consultations will take place on:  
Thursday 10<sup>th</sup> December, from 2pm to 7.30pm**

- I/We would prefer the following times *(you can circle as many preference slots as you wish):*

**2.00-3.30pm**

**3:30-5.00pm**

**5.00-7:30pm**

Child's name: \_\_\_\_\_ class: \_\_\_\_\_

*(Only one child per return slip please)*

Email address to send the Microsoft Teams virtual meeting invite to:

*(PLEASE PRINT CLEARLY INCLUDING THE USE OF UPPER AND LOWER CASE LETTERS WHERE APPROPRIATE)*

1. \_\_\_\_\_

2. \_\_\_\_\_ (optional)

I would like the School's SENCo to join our meeting, where possible.