



Westcroft  
Stanhope  
Bishop Auckland  
Co Durham  
DL13 2NU

Acting Head Teacher: Mrs D Cross

School Number 840 3087

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Dear Parent/Carer

9<sup>th</sup> November 2020

### Re: Parent Appointments

As you are no doubt aware, we are unable to offer face to face parent appointments at the current time. However, we are keen to offer all parents the opportunity to either speak to their child's teacher via the telephone or virtually. If you would like a virtual meeting this would be via Microsoft Teams.

Releasing teachers from teaching time and organising access to the one and only school telephone line is something of a challenge and therefore parent appointments will be spread over a period of weeks rather than all taking place in the same week so please bear with us.

Could you please complete and return the slip below indicating your preferences in terms of days of the week and method of meeting so that we can begin to schedule appointments.

Thank you for your understanding and support.

Yours sincerely

Mrs D Cross  
Acting Head Teacher

Stanhope Barrington CE Primary School is part of the Durham Diocesan MAT. Durham Diocesan MAT is a company limited by guarantee (company number [10847279](#)) and exempt charity registered in England and Wales at Cuthbert House, Stonebridge, Durham, DH1 3RY.



**Parent Appointment Preferences:**

**Please circle your preferences:**

<b>Mr Storey EYFS</b>			
<b>Days of Week</b>	Monday AM	Wednesday AM	Monday evening
<b>Method of meeting</b>	Telephone	Microsoft Teams	No appointment Required

Name of Child: .....

Signature of Parent/Carer:.....

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