



West Kingsdown Church of England Primary School

Fawkham Road, West Kingsdown, Sevenoaks, Kent, TN15 6JP

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www.west-kingsdown.kent.sch.uk

Headteacher: Mr B Hulme

Wednesday, 18th November 2020

Dear Parents / Carers,

Inevitably, Parent Consultations will need to run differently this year, in order to remain within the Government's COVID guidance. In November, all consultations will be via Zoom and you will have the chance to speak to your child's class teacher and see books in this way. Each teacher will be available for the day, listed below between 9.00am and 5.45pm. This allows you to have a 15-minute conversation about how your child has settled into the new academic year and any questions or concerns you may have.

I understand that for many, this decision is not ideal however, it is done in order to keep everyone both in and out of school safe and to allow you to have a meaningful conversation with school staff. If you would prefer a telephone call to a Zoom meeting, please book a time and let Mrs. Massey know in the office.

Monday 30th November 2020	Mrs. Hughes / Mrs. Stoneham	9.00 am – 5.45 pm
Tuesday 1st December 2020	Miss Machin / Mrs. McChrystal	9.00 am – 5.45 pm
Wednesday 2nd December 2020	Miss Cooper	9.00 am – 5.45 pm
	Mrs. Down / Mrs. McChrystal	9.00 am – 5.45 pm
Thursday 3rd December 2020	Mrs. Norsworthy / Mrs. Daniel	9.00 am – 5.45 pm
Friday 4th December 2020	Mrs. Smith / Mrs. Sellek	9.00 am – 5.45 pm

Go to www.schoolinterviews.co.uk and follow these simple instructions.

Enter the event code: **22evf**

Enter your details - name, email address, child's name etc.

Choose the relevant teacher/s for your child

Choose times

You can change your appointment bookings at any time prior to the closing date, by re-visiting the www.schoolinterviews.co.uk website from the **same computer** you made the original booking on, and using the event code. Remember to use the same computer, name and email address that you used when you made your original booking. When you click **finish**, your appointment timetable will be emailed to you automatically – **please check your junk mail folder** if you do not receive your email immediately.

You can return to www.schoolinterviews.co.uk at any time from the same computer to change your appointments until **bookings close on Sunday 29th November 2020**.

Please ensure that you book the correct day for each child, if you have more than one child in the school.

As I believe this is a valuable time for both parents and teachers, appointments will be 15 minutes to give you sufficient time to discuss your child. If you require more time, please contact your teacher directly to make alternative arrangements, as you will not be able to run over on the day.

Yours faithfully,

Mr Ben Hulme
Headteacher