



Latchingdon C of E Primary School
The Street, Latchingdon
Chelmsford, Essex CM3 6JS
Telephone 01621 740328



AIM HIGH  TO BE THE BEST

8th March 2021

Dear Parents/Carers

PARENTS TELEPHONE MEETINGS

Teachers will be holding meetings by telephone to talk about the curriculum and learning for the Summer Term. We would encourage all parents to book a telephone meeting as this will help you to support your child over the rest of the academic year.

Dates of the meetings and times are listed below. These meetings will be held via a telephone call which should last approximately 10 minutes (please allow 10 minutes either side of your confirmed appointment – we will do our best to keep to times)

Year 1/2	Miss Burrows	Monday 15 th March between 3.30pm & 6pm Monday 22 nd March between 3.30pm & 6pm
EYFS/1	Mrs Strathern	Tuesday 16 th March between 3.30pm & 6pm Tuesday 23 rd March between 3.30pm & 6pm
Year 3	Miss Taylor	Wednesday 17 th March between 3.30pm & 6pm Wednesday 24 th March between 3.30pm & 6pm
Year 5/6	Mrs Lottering	Thursday 18 th March between 3.30pm & 6pm Friday 26 th March between 2pm & 3pm then 3.30pm & 5pm
Year 4/5	Miss Mallett	Friday 19 th March between 2pm & 3pm then 3.30pm & 5pm Thursday 25 th March between 3.30pm & 6pm

Please complete and return the attached slip confirming your preferred **date** for your telephone meeting and the **best** telephone number to be contacted on.

Thank you for your co-operation in this matter.

Yours sincerely

J Kemp

Mrs J Kemp
Head Teacher