



Head Teacher

Miss Emma Churchman

Telephone: 01473 624409
office@martleshamacademy.org
www.martleshamacademy.org

2 November 2021

Dear Parents,

Parents Evening

Unfortunately, due to COVID19 restrictions, we are unable to offer face to face appointments with your child's class teacher. All consultations will take place via Zoom.

Wednesday 10 November	Tuesday 16 November
3.30pm to 5.30pm	3.30pm to 5.00pm

Appointments can be made by logging into Arbor and following these instructions:

Go to the **Guardian Consultations** tab > pick the date > **Wednesday 10 November 15.30 - 17.30** or **Tuesday 16 November 15.30 - 17.00** > pick your **5 minute** slot > and tick which parent will be attending.

The appointment system will be live from tomorrow at 8.00 am until Monday 8 November at 4.00 pm.

Each class will have their own Zoom link and passwords. These will be shared with you next week.

Your appointment will be for 5 minutes and we will need to stick to timings to ensure that everyone gets an appointment.

Please understand this is not the way we want to meet you. At this point this is the safest way. As you know we want to protect our school community.

Warm wishes

Miss E Churchman