

**HART MEMORIAL
PRIMARY SCHOOL**

Charles Street
Portadown
CRAIGAVON
N. Ireland
BT62 4BD

Fax (02838) 332817

Email: info@hartmemorial.portadown.ni.sch.uk



Principal: J Shipley

Website: www.hartmemorialps.org.uk

11-10-21

PARENT-TEACHER MEETINGS

Dear Parents,

A strong home school liaison is essential for your child to achieve to his / her maximum potential in school. This year's parent-teacher meetings will consist of a telephone call between you and your child's teacher. Details are as follows:

- Parent-teacher meetings (via telephone calls) will take place **Monday 25 October – Wednesday 27 October 2021**, between 12.45pm and 3pm
- All children will have an early lunch on these three days. Please collect your child / children at **12.20pm** (if your normal family pick up time is 1.35pm/2.35pm) or **12.35pm** (if your normal family pick-up time is 1.50pm/2.50pm). If your children walk home themselves (P4-7), please note what time they will be leaving school
- The telephone meetings will last approximately **10 minutes**
- Siblings will have slots on different days. If you have four or more children in school, you will receive calls for two of the children on the same day, but they will be well spaced out
- Next week, your child's teacher will send you a message on Seesaw with **the day and a half hour slot** (e.g. between 2pm and 2.30pm) when he/she will be contacting you. Please do your best to be available to take the call when it comes; it will show up as a withheld number on your phone
- Remember, you can contact the school to arrange a meeting with your child's teacher or to speak to him/her on the phone at any time throughout the year if you have any queries, worries or just want a general update

If, after receiving your slot for a telephone call meeting, you need to rearrange it, please do so directly with your child's teacher via Seesaw. Although he / she will try to accommodate your request, it may not always be possible to do so. ***The teachers really want to be able to make this connection with you and we really appreciate your efforts to take their calls.***

Yours faithfully

J Shipley
Principal