



"My soul glorifies the Lord" Luke 1:46

Saint Mary's Catholic Primary School, A Voluntary Academy
Belgrave Avenue, Congleton, Cheshire, CW12 1HT Tel: 01260 274690
E-mail: admin@saintmaryscongleton.co.uk

Tuesday 10th September

Dear Parents and Carers,

Parent Meetings – Tuesday 24th September

Reception parents will be invited to make an appointment with Mrs Tomlins. These meetings will take place during the day between 8:30am and 4:30pm and will be face to face meetings in school.

For the rest of the school, these meetings will take place **online** via Teachers2Parents. As it is so early in the academic year, the meetings are simply a chance for teachers to touch base with you and to let you know how your child has settled into their new class. These meetings will be time limited and will automatically end after 8 minutes. Parents will be invited to make an appointment with their child's class teacher between 1:30pm and 6:30pm.

Appointments for all meetings are booked via Teachers2Parents and a link to book will be sent via text message and email later today.

Communications to School

All communications to school need to come via the school office. There have previously been class email accounts that parents have been able to communicate through. However, these accounts have caused confusion in communications and on occasions have resulted in information not being passed to the relevant person. These class email accounts will be closed down and all future emails to school will need to be sent to admin@saintmaryscongleton.co.uk. Mrs Brazier and Mrs Davenport will then ensure that messages are passed on to the correct member of staff and can provide timely responses to questions and queries.

Thank you for your continued support.

Kind regards,

Martine Gum
Executive Headteacher