

**Bulphan Church of England Academy**  
Fen Lane, Bulphan, Essex. RM14 3RL

**Headteacher:** Miss S. Finch  
**Telephone:** (01375) 891220  
**Email:** [admin@bulphanprimary.thurrock.sch.uk](mailto:admin@bulphanprimary.thurrock.sch.uk)



3<sup>rd</sup> November 2020

Dear Parents/Carers,

### **TEACHER PARENT MEETINGS**

I am sure you are keen to hear about how your child is doing and what they need to work on moving forwards. We are going to hold our usual Parents Meetings but there will have to be obvious changes due to the current restrictions, in order to keep both yourselves and staff safe. These changes are outlined below:

- All meetings will take place over the phone.
- All calls will have an allocated time of 10 minutes. Please indicate what time slots would be best for you to receive your call and we will endeavour to ring you at this time where possible. Obviously if everyone wants the same time we will have to allocate times as best as possible. **Please indicate all the time slots you would be able to receive a call in.**
- Staff will try parents twice. **If there is no answer please do not ring back.** An email will be sent with details of how you can arrange another time.

Parents meetings are a valuable opportunity for you to discuss with the teachers your child's progress and attainment, targets for the year and ways we can work together to support your child's learning over the rest of the academic year. Whilst we would obviously love to see parents and children face to face I am sure you understand why we have taken the decision to hold this event remotely.

Please cross the box(es) on the attached form to show which sessions you could potentially receive a call and return by email directly to [admin@bulphanprimary.thurrock.sch.uk](mailto:admin@bulphanprimary.thurrock.sch.uk)

We look forward to discussing your child's progress with you. Of course, if anyone has any questions please do not hesitate to get in contact.

Yours sincerely,

A handwritten signature in black ink that reads "S. Finch".

Miss. S Finch  
Headteacher

***'God's word is a lamp to guide our feet and a light for our path'***  
***Inspired by Psalm 119:105***

Bulphan C of E Academy fully complies with information legislation. For the full details on how we use your personal information please visit <https://www.bulphanprimary.thurrock.sch.uk/privacy-notices/> or call 01375 891220 if you are unable to access the internet