



Osborne School

Athelstan Road Winchester Hampshire SO23 7GA

Tel: 01962 854537 Fax: 01962 849419

email: admin@osborne.hants.sch.uk

Headteacher: Sonia White

11 November 2020

Dear Parents and Carers

Year 7 Parents' Evening on Zoom - MONDAY 23 NOVEMBER - 3:30-5:30pm

As we have been unable to hold our Annual Open Evening, where Year 7 parents would usually have the chance to meet their child's class teacher, I would like to offer you the opportunity of a 10-minute Zoom meeting to discuss how your child is settling in to Osborne School. I appreciate that many of you will have had phone calls and exchanged emails with the teachers already but this will allow you to have a 'face-to-face' conversation.

Please indicate on the slip below all the time slots that you could be available and we will try to fit you in at a suitable time. Appointments will be allocated on a first come, first served basis and you will receive an email from the teacher with the log in details to the Zoom session. Please join Zoom just before your meeting time, where you will be in a waiting room. The member of staff will admit you at your appointment time. The meetings are scheduled for 10 minutes after which time the teachers will need to finish the discussion so that meetings run to time.

If you would like to speak to a member of the Senior Leadership Team please tick the relevant box on the reply slip and you will receive a separate invitation from that member of staff.

Please ensure your reply is sent back **by Wednesday 18 November** to give teachers time to set up the Zoom meetings. If you are unfamiliar with Zoom and would like some support, please do not hesitate in contacting us.

Yours sincerely

Sonia White
Headteacher

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Parents' Evening on Zoom – Monday 23 November 2020

Please return this slip to the school office by Wednesday 18 November 2020

Please schedule my 10-minute Zoom Meeting in one of the following time slots:

3:30 – 4:00pm 4:00 – 4:30pm 4:30 – 5:00pm 5:00 – 5:30pm

I would also like an appointment with:

Sonia White
Headteacher

Marc Bernard
Deputy Headteacher

Caroline Irwin
Deputy Headteacher

Pupil's Name: _____

Class: _____

Signed: _____ (Parent/Carer)

Email Address for Zoom invitation: _____