



Kings Road Primary School

8th October 2021

Dear Parents

Re: Target Sharing Day for Years 1 to 6

On **Friday 22nd October** we will be holding our Target Sharing Day. Whilst normally we would welcome you in to school we have made the difficult decision to hold the appointments virtually. This decision is to ensure we reduce the spread of COVID-19 and keep our school community safe.

To book your appointment time, please book through our website www.kingsroad-pri.essex.sch.uk. The booking slots will open from **10am on Saturday 9th October**. Appointments will start at 8 AM, with the latest appointment being at 5.40 PM. Once you have booked your slots you will then receive a **Microsoft TEAMS Meeting Invitation** from your child's teacher in the week leading up to Friday 22nd October. Each appointment slot is for **10 minutes only** and the staff will end the TEAMS meeting at that point, this will ensure every family has the opportunity to speak to their teacher.

Microsoft TEAMS can be used on your mobile phone, tablet devices, computers and laptops. Please visit <https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software> to find out more and sign up for free.

Children are only required to be on the meeting with you, they are not required in school.

If you have any queries about our Target Sharing Day, please discuss with the class teacher in the first instance.

Yours sincerely

Mrs Karen Riches
Head of School

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