

Thursday, 22nd April 2021

Dear Parents/Carers,

Learner Conferences

At Trinity Road we are keen to work in partnership with parents in order to ensure children are able to achieve their best. We are planning to hold virtual Learner Conferences, using Zoom, as we have in previous terms.

The meeting will be with your child's teacher at a time booked by you. At this meeting, you will have the opportunity to meet your child's teacher, ask any questions, make them aware of any concerns and set targets for the term ahead.

With this in mind, I would like to invite you to book a Learner Conference for Tuesday 4th May from 3.30- 5.30pm or Wednesday 5th May from 4.30 – 6.30pm. Learner conferences should be booked via Tucasi. If you are new to the school, or have forgotten your log in code, please email admin@trinityroad.essex.sch.uk

A Zoom invitation will be sent to you prior to the meeting. You will need to follow the link within the email invitation, at the time you have booked. If you experience any technical issues, your child's teacher will phone you at a different time. In order to facilitate this, please ensure the school has your most up to date email address and please make your booking by Friday Monday 3rd May.

Please do not come into the office for help as you have done in the past.

Yours faithfully
Mrs Gill Marion
Headteacher

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