



Dear Parent / Carer,

Due to the current situation with Covid-19, parent consultations will be conducted by telephone this year. This is to ensure that you get the important information about how your child has settled into their new class and your child's class teacher can go through what their next steps need to be. It also gives you the opportunity to ask any questions and pass on any information that you may need to.

Each year group's consultations will be on a different day and they will run from 12.30pm until 6pm; each appointment lasting for a maximum of ten minutes.

The dates for the different Year groups are as follows:-

<b>Monday 19<sup>th</sup> October 2020</b>	Nursery	<b>Tuesday 17<sup>th</sup> November 2020</b>	Reception
<b>Monday 16<sup>th</sup> November 2020</b>	Year 1	<b>Tuesday 10<sup>th</sup> November 2020</b>	Year 2
<b>Monday 9<sup>th</sup> November 2020</b>	Year 3	<b>Thursday 12<sup>th</sup> November 2020</b>	Year 4
<b>Wednesday 4<sup>th</sup> November 2020</b>	Year 5	<b>Tuesday 3<sup>rd</sup> November 2020</b>	Year 6

As you will appreciate, staff will need to stick very tightly to timings in order to ensure that everyone gets their call at the allocated time. If there are issues that need longer / further discussion, then you will be offered a separate appointment on a different day. It is important that you answer the call at your allocated time as it may not be possible reschedule the appointment if it is missed.

Please only book one appointment per family on the allocated day for your child's year group. If there is more than one parent / carer in the family who would normally attend an appointment, please pass on the relevant information where possible. If you require an entirely separate appointment, please contact your child's class teacher who will try to accommodate this.

Prior to the appointment, staff will send home a short written report and it would be helpful to have this with you at the time of the telephone appointment so that it can be discussed.

You will be able to book a telephone appointment in the usual way. The office will text parents to let them know when the booking system is open for each year group.

Please visit <https://russellhall.school.cloud.co.uk> to book your appointments or from google search: school cloud Russell Hall.

Log in by using your:-

Child's first name

Child's surname

Registration class (eg. Year N2, Year R, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6)

**Russell Hall Primary School** West End, Queensbury, Bradford, West Yorkshire BD13 2AW

Telephone number: 01274 882116 Fax number: 01274 881707 Email address: [office@russellhall.bradford.sch.uk](mailto:office@russellhall.bradford.sch.uk)

[www.russellhallprimary.co.uk](http://www.russellhallprimary.co.uk)

Headteacher: Mrs A Grist



If you do not have access to the internet or have any problems booking an appointment, please do not hesitate to contact the school office (01274 882116) who will be happy to add appointments on your behalf.

Yours faithfully

Mrs A Grist  
Headteacher