



11<sup>th</sup> January 2021

Dear Parent/Carer,

**WEEKLY PARENT FORUM MEETINGS WITH SENIOR STAFF**  
**Head Of Year Meeting: Next One – Friday 15<sup>th</sup> January 2021 : 8.35am**  
**Headteacher Parent Forum: Next One - Friday 15<sup>th</sup> January 2021 : 10am**

I recognise that this is a difficult time for all and in order to maintain regular contact with parents/carers, I have decided to increase the monthly Parent Forum virtual meeting to every week during this lockdown period. These will take place every Friday at 10am until half term using Microsoft Teams software so that you can put any questions to me (non-student specific) or listen to the general information being passed to you by myself. In addition, I am introducing a weekly meeting with the Heads of Year, details as above.

Microsoft Teams can be accessed using a web browser downloaded onto your Desktop PC, laptop or iPad. Alternatively, you may wish to download the Microsoft Teams app to your smart phone. The links to the App stores are provided below.

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_GB)

<https://apps.apple.com/ph/app/microsoft-teams/id1113153706>

If you are a parent/carer of a student at the school and would like to attend these forums, please send your email address to [enquiries@cardinalpole.co.uk](mailto:enquiries@cardinalpole.co.uk) with **PARENT/CARER FORUM** in the subject line confirming the following information:

- Your name;
- The name of your child/children;
- Their Year group and;
- Which meeting you would like to attend i.e. Headteacher or Head of Year.

You will then be sent a link to all of the meetings scheduled between Friday 15<sup>th</sup> January and Friday 12<sup>th</sup> February 2021. Please check your spam folder if this is not delivered to your inbox.

Yours sincerely

J. Heffernan

Ms J Heffernan  
**HEADTEACHER**