

Somerset Road, Southampton, SO17 3AA 

info@portswoodpri.org.uk 

023 8055 5885 

www.portswoodpri.org.uk 

Principal - Tony Head
Executive Head - Amanda Parry

10 November 2020

Dear Parents,

Due to Covid-19 guidelines and restrictions, parents evening this term will be taking place using Microsoft Teams. These will be taking place on **Tuesday 17 November 2020** and **Thursday 19 November 2020**.

For those parents of children in **Penguin Class** (Mrs Lewis), parents evening will be taking place on **Tuesday 17 November 2020** and **Wednesday 18 November 2020**.

If you will be using either an Android or iOS (apple) device for the meeting, you will need to download Microsoft Teams. This software is free, and you will not need to create an account – just download the software.

To book your slot please follow the link below:

<https://bit.ly/3oMKVm7>

When booking make sure you select you child's class teacher, then the time you would prefer. Once you have done this you will need to provide your name, an email address you wish the booking to be sent to, and your child's name.

Appointment booking online will close at the end of day on **Friday 13 November 2020**.

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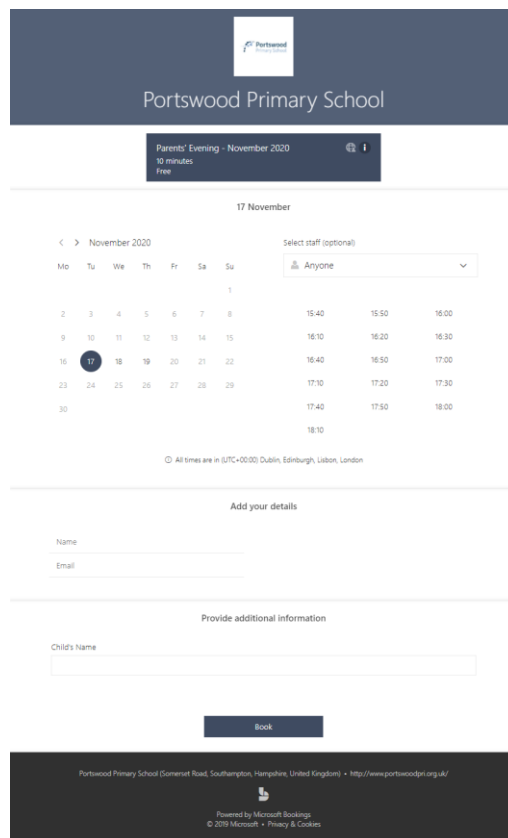
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The image below displays what the booking form looks like.



Portswood Primary School

Parents' Evening - November 2020
10 minutes
Free

17 November

< > November 2020

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2	3	4	5	6	7	8	15:40 15:50 16:00
9	10	11	12	13	14	15	16:10 16:20 16:30
16	17	18	19	20	21	22	16:40 16:50 17:00
23	24	25	26	27	28	29	17:10 17:20 17:30
30							17:40 17:50 18:00
							18:10

Select staff (optional)
Anyone

Add your details

Name
Email

Provide additional information

Child's Name

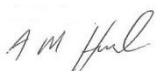
Book

Portswood Primary School (Somerset Road, Southampton, Hampshire, United Kingdom) • http://www.portswoodpri.org.uk/

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When completed, you will receive an invite for your parents evening slot via the email address you used when booking. Within this email, it will also include instructions on how to join the parents evening meeting that you have booked.

Kind regards



Tony Head

(Principal)