



West Park

'A caring school where we put pupils and their achievement first'

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Dear Parents and Carers

As part of our upcoming parents' evening, appointments will take place via **video call**.

We would like to remind all parents and carers that these appointments should be attended in a **safe, quiet, and appropriate environment**. In particular, please note that **video calls must not be taken while driving**. Using a mobile phone while driving, including for video calls, is unsafe and illegal, and we ask for your full cooperation in ensuring the safety of all road users.

To ensure appointments run smoothly and are as productive as possible, we kindly ask that you:

- join the appointment on time
- are in a stationary location with minimal background noise
- ensure your device is charged and ready to use

Thank you for your continued support and for helping us model safe and responsible behaviour for our pupils. If staff do have any concerns about the safety of others, they have been advised to terminate the call.

We look forward to speaking with you.

Kind regards

Scott McGregor
Head