



Monday 1st November 2021

Dear Parents and Carers,

Next week, we warmly invite you to meet with your child's teacher on parents evening. As you will have seen on the newsletter, we will run appointments on two consecutive evenings: **Wednesday 10th and Thursday 11th November**. In response to your feedback, this year we are offering a choice of in-person appointments, and telephone appointments. All appointments will be **ten minutes in length** to ensure that every child is allocated an appointment.

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| Wednesday 10th November: | In-person appointments: meet your child's teacher in class at an allocated time. |
| Thursday 11th November: | Telephone appointments: your child's teacher will call you at an allocated time. |

Please tick **one box below** to indicate your preference for both the **day**, and for a **time frame**. Slots will then be allocated and the time of your appointment will be confirmed by letter. If you have children in different classes, you will receive a dedicated appointment time for each child.

| Day | Early slot: 3:50-5:00pm | Late slot: 5:00-6:50pm |
|---|----------------------------|---------------------------|
| Wednesday 10th November | | |
| Thursday 11th November | | |

During the appointment, your child's teacher will discuss the following with you:

- How your child has settled back into school routines and a new year group
- How your child's behaviour, effort and attitude supports their learning and their friendships
- Your child's strengths and successes in different subjects
- Your child's targets in different subjects and the support they receive in school
- What you can do at home to continue to support your child to make progress
- Any questions you may have about your child in school

As you will appreciate, it is important that the time slots are tightly respected so that both evenings run smoothly. Just one appointment that has overrun will have an impact on all subsequent families. Ten minutes per child allows time for these key messages to be shared and for you to share any questions or concerns. **Please inform us in the office if your contact details have changed.**

Our teachers are very much looking forward to discussing your child's progress with you. Please do let us now as soon as possible if you are unable to take the call at your allocated time, so that we can reschedule with you.

With best wishes,

Anna Case

