



Monday 16th January 2023

Dear Parents and Carers,

At Springfield, we place a high value on working in partnership with families in the best interests of children. We are always grateful for your support and contributions and know that we are stronger as a community through working together.

As in Autumn term, this Spring term there will be Parent and Carers evening meetings schedules with ten-minute slots available for all families. These meetings are designed to update you on your child's progress, discuss ways to support with learning at home and explore any other factors related to your child's wellbeing.

As part of our continued effort to ensure **equity across our community**, we are refining our approach to any further meeting requests in 2023. **If you would like to schedule a meeting with a teacher or leader in school – to explore a question or concern - please do so through the admin email or a telephone call to the office.** Meetings can then be arranged around teaching commitments and other professional development meetings taking place during the day. For meetings related to medical needs or SEND, please request our SENCo, Sadia Anwar.

We are aware that families have different schedules, working patterns and childcare arrangements. For this reason, we take as flexible approach as possible to accommodating meeting times. For meetings with leaders, please suggest at least two possible meeting times between 8-5.30 that you are available so that we can best accommodate you.

Please note that teachers are not available for meetings during their teaching day between 8.30-3.45. Our *Soft Start* 8.45-8.55 is a time for teachers to settle children, check-in with home reading and share the timetable for the day. Teachers are not available for meetings at this time. The best time to request a meeting with a teacher is 3.45-4.15. From Year 1-6, we ask that you please say goodbye to your child at the school gate. **All scheduled meetings will have a maximum duration of 20 minutes to ensure that we are able to reach as many families as possible.**

In the first instance, we encourage you to explore the wealth of information shared on our website. This information may help to clarify an answer to a question you have or reassure you about something. Whether it is a question about the curriculum, our approach to early reading or home learning, the website is designed to be an accessible starting point for families seeking to understand and support our approaches.

We also invite you to pop into the Main Office to ask quick questions about Parent Pay, uniform, school dinners, dates and times of events. Doreen Broomfield is always happy to help.

In all cases, we encourage you to ask questions openly and curiously. As our motto reminds us, we are always seeking to *learn and grow together* – and we invite questions, reflections and constructive feedback from all families. By structuring requests for additional meetings as outlined, we strive to ensure we respond with equity across the families we serve and hear fairly from families from a range of contexts and backgrounds.

Best wishes,

Anna Case

