



18th October 2021

Dear Parents/Carers,

Parents' Evening

We will be holding parents' evenings for the whole school during the weeks commencing Monday 8th November and Monday 15th November. This will be an opportunity to speak to your child's teacher about how they have settled back in to school and find out how they are doing academically.

Each class will have their appointments at different times and on different dates across the two weeks - you will be able to view these specific times and dates via ParentMail when bookings open. Please note that if you are unable to make any of the times given, alternative dates cannot be offered. Parents that are unable to attend can be sent a short, written update from their child's teacher, however this must be requested before parents' evenings take place.

We will be using an online booking system for parents evening. **Online booking will open at 8am on Tuesday 2nd November, at which time you will be able to log on to your ParentMail account to book.** Online bookings will close 2 days before the start of your parents' evening session.

All appointments will take place over the phone. The teacher will call the number of whichever parent has made the appointment on ParentMail. If you would like to request to be called from a different number, please do so by leaving a note on the appointment when you book. Please note that appointments will be 10 minutes long.

Please note that if your child has an EHCP you will be offered a double slot of 20 minutes. In some of these cases, an appointment will be made with both of your child's teachers. **School will email you with suggested date and slot times so you won't need to use the online booking system if your child has an EHCP.**

For any year groups working within the targeted learning model, you will have an appointment with the class teacher who teaches your child English and Maths. This is because the main focus for parent's evening is to review how your child is doing academically and how they have settled back in to school. In some of these cases, your child's targeted learning model teacher may be different to their class teacher. We have therefore reserved a small number of slots for



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anyone who has a specific situation they'd like to discuss with their child's usual class teacher. These slots will go live at 8am on Friday 19th November, and will take place week commencing 22nd November.

Kind regards,

Deborah Howard

Headteacher



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