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25<sup>th</sup> September 2024

Dear Parents and Carers

This term we will be holding individual parent meetings to discuss your child's progress on **Monday 7<sup>th</sup> October and Wednesday 9<sup>th</sup> October.**

I thought it would be useful to share a little more detail with you all about the parent/teacher meetings, as I am mindful that for many of you, this will be the first one you have attended, since your child started school.

#### **How do I sign up to meet my child's teacher?**

Appointment sheets will be displayed outside classrooms, at pick up time on **Friday 27<sup>th</sup> September**. Please choose a time slot that works for you and write your name/child's name against it. If you do not normally do pick up, we suggest you ask a friend or your child's childminder, for example to pop your name down for you.

#### **Where will the meetings take place?**

The meetings will take place in the school hall. Every teacher will be sat at a table and you will be directed where to wait for your appointment. Please enter and leave via the main front door, where our current reception children enter each morning. Those of you with early appointments on Wednesday 9<sup>th</sup> October, for example at 3.30pm, please collect your child, in the usual way, leaving the school site and then please queue at the front door, for entry at 3.30pm. This allows us a few minutes to set everything up for you and teachers a very quick comfort break!

#### **Can I view my child's classroom and work?**

Yes, the Year 1 and 2 classrooms will be open and your child's work will be available for viewing. We recommend you come a little earlier than your scheduled appointment to view your child's work, if that is not possible you are welcome to take some time, after the appointment. As our reception children have only just started with us, and their curriculum is far more play and experienced based, formal work in books and the reception classrooms are not available to view at this time.

#### **Are children able to attend?**

We appreciate it is not always possible to arrange childcare for these appointments so children are welcome to attend with you. Children must stay with you at all times, and we recommend you bring a book or tablet for your child to read or use. If you are able to attend, without your child it does make it a little easier for you to listen and ask any questions you may have.

#### **Why only 10-minute appointments and how do you keep to time?**

Whilst we appreciate 10 minutes seems quite a short amount of time, teachers have up to 30 parents and carers to meet, therefore, to keep this manageable and to two evening sessions, 10 minutes per family is allocated.

We ask for your assistance in ensuring the evening runs to time by not taking longer than your 10 minutes.

#### **Clubs**

Please note, there will be no Arts and Crafts and Construction Club on Wednesday 9<sup>th</sup> October. Football will go ahead as usual.

Yours sincerely

Miss K Aldred  
Headteacher