

3<sup>rd</sup> October 2023

**PARENTS' CONSULTATION EVENINGS**  
**MONDAY 16 OCTOBER 2023 & WEDNESDAY 18 OCTOBER 2023**

Dear Parents/Carers,

At this time of year, we plan and run parent consultation meetings to enable you to discuss with your child's class teacher how your child has settled in and how they are performing as learners at the start of a new academic year. Therefore, we would like to invite you to school to meet your child's teacher. This will give you the opportunity to discuss his/her progress, receive attendance information (up to Friday 13 October 2023) and any assessment results that have been carried out by then.

Children are welcome to attend as we believe they achieve their best when they know what is expected of them. Research shows that children who witness school as a partnership develop a high self-esteem and without doubt, benefit as a result. Obviously, if you would rather not or if there are matters which are of a confidential nature needing to be discussed by yourself or your child's class teacher then an opportunity will be made for you to do so.

We appreciate that it can sometimes be difficult for parents to attend consultation evenings if there is no-one available to look after siblings. With this in mind there will be a crèche facility on the Monday evening and the Wednesday evening within the school, for those parents wishing to use it. The crèche will be supervised by a member of staff on both evenings from 4pm to 7pm. This will be located in the Year 2 classroom, which is adjacent to the main entrance to the school. I am sure parents will understand and support our request when we ask, in the interests of Health and Safety, that children are not left unattended in the playground areas of the school. Unfortunately, there will not be an adult available during the evening to oversee them there. Shobnall Stars will remain open but will move to the EYFS classrooms on both nights. All consultations will be held in the school hall and you will be able to view your child's work in their classrooms.

**SEND Drop-in Session at Parents' Evening**

Mrs Farrington, our Special Educational Needs Coordinator, will be available on Monday 16 October and Wednesday 18 October from 4-7pm should you have any issues you may wish to discuss with her. Please let the office staff know on the night should you wish to take up this opportunity.

We would like to politely request that parents ensure they arrive at school in appropriate time for their allocated appointment. Unfortunately, if parents do arrive late they may be requested to wait for the next available appointment. These are exceptionally popular evenings and there is always a high demand for appointments. For this reason, staff will adhere strictly to the times allocated wherever possible.

Parent consultations will be held in the following locations of the school and at the following times:

INFANTS		
YEAR GROUP	TEACHER	LOCATION / TIME
Nursery	Mrs S Lukman	The School Hall Monday 16 October (4pm-7pm) Nursery Wednesday 18 October (1pm-3pm)
Reception	Miss M Alexander	The School Hall (4pm-7pm)
Year 1	Miss Barker	The School Hall (4pm-7pm)
Year 2	Miss H Brewin-Woodhouse	The School Hall (4pm-7pm)
JUNIORS		
YEAR GROUP	TEACHER	LOCATION
Year 3	Mrs V Knight / Mrs N Sandhu	The School Hall (4pm-7pm)
Year 4	Mr T Bishop	The School Hall (4pm-7pm)
Year 5	Miss A Martin-Mills	The School Hall (4pm-7pm)
Year 6	Miss J Lord	The School Hall (4pm-7pm)

We ask all parents to please come into school through the main entrance foyer as the hall door will be out of use.

You are able to book your appointments online so please follow the instructions attached. If you require any assistance with this, please don't hesitate to contact the school office and they will be able to guide you through. You will notice that the office requires up to date phone numbers for you to be sent a link, so please contact the office directly to update your contact information.

Should you have any further questions regarding your child's progress, Mr Adams will be available to speak with you on both evenings. Please let the office staff know on the night should you wish to take up this opportunity.

Yours sincerely



Mr D Adams  
Head Teacher

## T2P ONLINE PARENTS EVENING BOOKING SYSTEM INSTRUCTIONS

Parents Evening just got a whole lot easier because you can now book your appointments online. We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's **legal** first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

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*"Happy children, inspired learners"*  
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