

8th November 2022

Dear Parents and Carers,

We look forward to welcoming you over the next two weeks for Parents Evening meetings or My Support Plan meetings.

It's been a while, nearly three years, since we held face to face parents' evening meetings so I'd like to share the arrangements with you so that the events go smoothly:

- Please check that you know the date and time of your child's meeting and arrive on time.
- Teachers will keep to a strict time schedule during the meetings and will set a timer on their phones. This is to make sure that everyone gets equal access to the teachers and it shows respect for other parents and families' time, who may be waiting for their appointment and may have other appointments to attend.
- If your child has an SEND My Support Plan, you will have received a draft copy of their support plan before the meeting, please read this and come to the meeting ready to talk about the targets that your child's teacher has written for them.
- If your meeting is in Reception, Year 1 or Year 2, please access the school through the gates on Alston Road and not through the main entrance. This is because Coppice Hall, which is the hall in the Key Stage One/ Reception area of school, is currently being used by a local dance school after hours so no-one is allowed to walk through this hall.
- If your meeting is in Key Stage 2 (Year 3 - 6), please access the school through the main entrance. No visitors will be allowed to walk through the halls and link corridor to go from one side of the school to another.

During the meetings, your child's teacher will share information about their progress; how well they have settled in; how well they are engaging with home learning and how parents and carers can support their learning.

Yours Sincerely

Mrs Sumner
Principal