



12<sup>th</sup> November 2024

Dear Parents/Carers

I am writing to let you know that we are delighted to be able to invite you in for a catch up and conversation about your child with their class teacher.

Last year, having listened to and taken on your feedback, we made some changes to the way that we structured these appointment times, to try and provide a bit of extra flexibility for you. The changes were well received and so we are continuing with the same arrangements this time.

There are 3 options:

- a) Book a time during the afternoon/evening slot on Monday 25<sup>th</sup> November 2024. Appointments will be 10 minutes long and are available from 3.20pm to 6.50pm.
- b) Book a time in the morning slot. Each year group has a designated morning in the week beginning 25<sup>th</sup> November and appointments will be available from 8am to 9.30am
- c) Book a slot in the 'pick-up sessions' on Tuesday 26<sup>th</sup> November for Year 5 and Thursday 28<sup>th</sup> November for Years R, 1, 2, 3, 4 and 6. Appointments will be available from 3.20pm to 4.30pm.

There is a table overleaf, which gives you the specific information for each year group.

We hope that these options will give you a wide range of times to choose from that may work around pick-up times, childcare arrangements, or work commitments. The morning appointments provide an opportunity for some parents to meet the teacher before heading to work or may tie in with drop-off times.

For parents with more than one child, you can select a combination of the options above to best suit your situation. We hope that by having a more varied range of times that it will enable as many of you as possible to come in to school to have these important discussions with the teachers and find out how your children are doing in school, socially, emotionally and academically.

The process for booking your slot is conducted online using your My Child At School Account and will be available for booking from 4pm today.

We look forward to seeing as many of you as possible across the week.

Kind Regards

Mrs K Curtis - Headteacher

**Parent Meetings Timetable**  
**Week beginning 25<sup>th</sup> November 2024**

You can book a time in any of the available options shown below.

Option	Afternoon/Evening Slot	Monday Monday 25 <sup>th</sup> November
a	Appointments available between 3.20 – 6.50pm	All Year Groups

Option	Morning Slot	Monday 25 <sup>th</sup>	Tuesday 26 <sup>th</sup> Nov	Wednesday 27 <sup>th</sup> Nov	Thursday 28 <sup>th</sup> Nov	Friday 29 <sup>th</sup> Nov
b	Appointments available between 8.00 – 9.30am	Year 4  Year 5	Year 2  Reception	Year 6	Year 1	Year 3

Option	Afternoon Slot	Tuesday 26 <sup>th</sup> November	Thursday 28 <sup>th</sup> November
c	Appointments available between 3.20 – 4.30pm	Y5	YR, Y1, Y2, Y3, Y4, Y6