

1st October 2018

Parents' Evening – Please note changes to format

Dear Parent(s),

Our Autumn term Parents' Evening is an opportunity to meet with teachers and discuss your child/ren's progress and attitude to learning during the first term in their new year group. Parents' Evening will be held over two nights on **Tuesday 16th October and Thursday 18th October**. Appointments will be for **5 minutes**. If you have any concerns which you feel cannot be addressed in five minutes please do not wait for Parents' Evening but contact your child's class teacher for a separate appointment as soon as possible.

From this year there will be a **change to the format of our Parents' Evenings**. Open access to the classrooms will no longer be available. **Parents will meet with staff in the school hall, as before, but will be provided with seats to wait until their allotted appointment time**. All parents will access school through the main entrance. The time available to spend talking to your child's class teacher will not change and you will still be able to look at samples of your child's work during your appointment time.

We have always provided freedom of access to classrooms, as we wanted parents to see their child's learning environment. However, issues of security and the latest data protection and privacy requirements have meant that we have had to review and change these arrangements. It is not a decision I have come to lightly.

We hope that the new arrangements will run smoothly and that you will assist us in this.

Many thanks for your continuing support.

Please complete the slip below and return as soon as possible to the school office.

Yours sincerely,

B. Haigh
Headteacher

Parents' Evening

Please complete and return **one slip per family, including all children in school**.

Child's name _____ Class Teacher _____

Child's name _____ Class Teacher _____

Child's name _____ Class Teacher _____

Please arrange appointment(s) for us/me with the above teacher/s at:

Tuesday 16th October

3.40 – 5.00 p.m.

5.00 – 6.30 p.m.

OR

Thursday 18th October

3.40 – 5.00 p.m.

5.00 – 6.30 p.m.

**Please delete times which are inconvenient.*

Parent(s) signature _____