

Friday 11th October 2024

'Drop-In' & Parent / Carer Appointments – Whole School

Dear Parents and Carers,

'Drop-In' Open Sessions (Years 1 to 6)

This week, you will have received an email with a booking link for the first round of 'Drop In' sessions of the year. These have been scheduled for **Monday 14th October and Thursday 17th October 2024**. These will take place in your child's classroom, from 3.30pm until 4.15pm at the Infant School and 3.15pm until 4.00pm at the Junior School. The time frame is designed to allow parents/carers with children on both sites to visit both schools on the same day, should they wish to do so.

These sessions provide an excellent opportunity for you to sit with your child, look at their work, and discuss their learning so far, this academic year. Please remember that your opportunity to hold a discussion with the class teacher will be at the parent/carers appointments. The 'Drop-In' times should be focused around the discussion with your child. These sessions are scheduled a week before parent/carers appointments so that you are able to use the information gathered to inform the meeting that you have with the class teacher.

As these sessions do not start until after the school day, the children will leave class as usual, and then once they are all clear a second bell will sound indicating the start of the 'Drop-In' session. Please re-enter the building via the appropriate year group or class external door. There will be a final bell which will indicate the close of the session, and gates will remain open, so that you are able to leave school via your normal exit route.

Please note, these drop in sessions are for year groups 1 to 6 only. Year R will have a similar event in the Spring term.

Parent / Carer Appointments (All Year Groups)

The first round of parent/carers appointments of the academic year will take place on **Monday 21st and Thursday 24th October 2024** with appointments being available from 3.30pm – 6.00pm at SIS and 3.20pm - 6.00pm at SJS. These dates allow parents/carers to visit both sites on the same evening if they so wish.



These appointments must be made using our online booking system through Arbor. There will be no forms to fill in and return and the system will allocate places on a first come first served basis. If you do not have access to the internet/e-mail account, please let us know by contacting the school office.

Please remember that these appointments are only ten minutes long. If you bring infant aged (or younger) children with you, we kindly ask that you take them into the classroom for the duration of the appointment. Entrance and exit will be through the main office door.

We were delighted that 94% of our parents/carers booked and then attended both 'Drop In' and a parent/carer appointment last academic year. So now, we are aiming for 100%! As such, if we do not hear from you, your class teacher will contact you to book an appointment time.

The online booking system will be available from 8.00pm on Sunday 13th October 2024. To book please visit your Arbor app and click on Guardian Consultations.

Yours sincerely

L Wilby

Executive Headteacher

