

Friday 12<sup>th</sup> January 2024

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

Dear Parents and Carers,

We are writing to invite you to attend one of the next 'Drop-In' sessions and also our second parent and carer appointments of the academic year!

#### **'Drop-In' Open Sessions (All Year Groups)**

As shared in previous newsletters, the second round of 'Drop In' sessions of the year have been scheduled for **Monday 29<sup>th</sup> January and Thursday 1<sup>st</sup> February 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.

To help us to plan effectively for this event, please visit our website and look for '**School Life/Event Booking**' and follow the '**Drop In/Work Share Sessions**' link, you will need to choose one of the two dates indicated. 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.

#### **Parent / Carer Appointments (All Year Groups – 3S arrangements within separate letter)**

The second parent/carers appointments of the academic year will take place on **Monday 5<sup>th</sup> and Thursday 8<sup>th</sup> February 2024** with appointments being available from 3.30pm – 6.00pm. These dates allow parents/carers to visit both sites on the same evening if they so wish. You will be able to book/change your appointment online via our website. 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 95% of our parents/carers booked and then attended both 'Drop In and a parent/carer appointment in the Autumn term. 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 14th January. To book, visit our website and look for '**School Life/Parent/Teacher Appts**'. This page will not be available until the date and time stated above.

Yours sincerely

L Wilby

Executive Headteacher

