

Friday 13<sup>th</sup> January 2023

## **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 30<sup>th</sup> January and Thursday 2<sup>nd</sup> February 2023**. 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 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 and carer appointments. The Drop-In times should be focused around the discussion with your child. These sessions are scheduled a week before parent and carer appointments so that you are able to use the information gathered to inform the meeting that you have with the class teacher.

Please help us to plan effectively for this event by [clicking here](#) and registering your wish to attend. 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)**

The second parent and carer appointments of the academic year will take place on **Monday 6<sup>th</sup> and Thursday 9<sup>th</sup> February 2023** with appointments being available from 3.30pm – 6.00pm. For the Spring term, we would like the majority of appointments to be face to face. However, if this is not possible to arrange, we will also be offering virtual appointments via Teams. If you can only attend your appointment virtually, please contact the school office via email. The office will then pass this information onto the class teacher. These dates allow parents and 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.

The online booking system will be available from 8.00pm on Sunday 15<sup>th</sup> January until Sunday 29<sup>th</sup> January so please book asap. 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

