

**Event: Spring Parents’ Evenings**

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| **Purpose** | * Provide a short update to parents regarding their child’s progress.
* Share next steps in learning.
* Share individual targets for children with Special Educational Needs (SEN)
* Each parent can book a 10-minute slot for each individual child.
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| **Date** | * Tuesday 28 March
* Thursday 30 March
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| **Location** | * Books to view – School Hall
* Discussion with class teacher – Your child’s classroom
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| **Start time** | Slots available from 15:30 |
| **Finish time** | Last slot 17:50 |
| **Organisation** | **Booking 10-minute Appointments** * Our booking system is currently on paper – slots can be booked by signing your child’s name alongside an available time. If you are unable to come to school, you can either email or ring the school office: admin3040@welearn365.com, (01789) 840211
* Booking will be available from Tuesday 17th January
* Each parent can book a 10-minute slot for each individual child.

**On the Evening** Entering and Leaving School * Enter school through the left entrance.
* Enter the Hall and find your child’s tray on the tables.
* Please come to your child’s classroom at your appointment time and wait for the previous parent to leave.
* Leave school via the side corridor door.

School Books * You will have the opportunity to have a look at your children’s books before your appointment.
* The books will be put out in your child’s tray in the Hall on class tables.
* Please arrive up to 15 minutes before your Parent Evening appointment if you would like to see your child’s books.
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| **Changes to Routine** | There will be no after-school clubs scheduled on these days. |
| **Reminders** | **Area**  | **Who** |
| Appointment to be booked by the parent | Parents |
| Please arrive at school on time for your appointment | Parents |
| Class Teachers will keep to the 10 minutes to avoid unnecessary delays to others | Class Teacher |
| Where additional time is needed, parents and class teachers can arrange a mutually convenient time | Parents Class Teacher |
| **Queries** | If you require any further information or have any questions, please do not hesitate to speak to the class teacher or to contact the school office via admin3040@welearn365.com  |