

**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. | |
| **Date** | * Tuesday 28 March * Thursday 30 March | |
| **Location** | * Books to view – School Hall * Discussion with class teacher – Your child’s classroom | |
| **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](mailto: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. | |
| **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](mailto:admin3040@welearn365.com) | |