



Ecclesfield Primary School

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Executive Head J. Eagleton BSc Hons PGCE NPQH

29th September 2023

Autumn Term Parent / Teacher Meeting Appointments

Dear Parents and Carers,

We are pleased to invite parents to school for our parents' evenings this half term which will be held after school on **Thursday 12th October** and **Tuesday 17th October 2023**.

These meetings will provide opportunities to:

- discuss your child's current attainment and emerging gaps.
- provide you with reassurances about the positive elements of school that are working for your child
- discuss any behaviour or attendance issues
- where relevant, the discussion will include a shared joint approach towards addressing any concerns.

If you are unable to attend on these dates, please contact your child's class teacher to arrange a suitable alternative.

To book an appointment, you will need to use the Parents Evening Manager on ParentMail. This allows you to book your parents' evening appointment from your smartphone, tablet or computer as soon as the booking system becomes 'live' which will be **6.00pm on Monday 2nd October**.

If you require any assistance with using the booking system, please contact the office staff. You can also visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/



Children with Additional Needs (Special Educational Needs)

For the Autumn term, all pupils will be offered an initial parents' evening appointment to speak to the teacher about how your child has settled into their new year group. For parents of pupils with additional needs, please book an appointment for the October Parents' evenings.

Structured conversations and My Plan/EHCP reviews will then be held at the end of the Autumn term to allow a full term's review of progress with the SENCos, Mrs Stevenson/Mrs Hancox. The SEND team will be in touch after half term to arrange these appointments.

If at any time you would like to speak to the class teacher, the SENCos (names are above) or the Learning Mentor, Mrs Phillips, about a matter relating to your child, please ask for a meeting via the school office or use your child's year group email address. Please do not delay if anything is worrying you, we all need to work together to resolve any issues.

Yours sincerely

H Travers
Acting Head of School

