



**Ecclesfield Primary School**

High Street  
Ecclesfield  
SHEFFIELD  
S35 9UD

Tel: 0114 2467396

Fax: 0114 2570854

E-mail: [enquiries@ecclesfield-pri.sheffield.sch.uk](mailto:enquiries@ecclesfield-pri.sheffield.sch.uk)  
Executive Head J. Eagleton BSc Hons PGCE NPQH

17th January 2023

### Spring 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 1st February** and **Tuesday 6th February**.

Please note **Y6R Parents' evenings** will take place on **Tuesday 6th February** and **Thursday 8th February**. Miss Robinson is undertaking training on 1st February so the 8<sup>th</sup> is the alternative date for her class.

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 Wednesday 17th January**.



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/](http://www.parentmail.co.uk/help/parenthelp/)

### Children with Additional Needs (Special Educational Needs)

Structured conversations and My Plan/EHCP reviews were held at the end of the Autumn term to allow a full term's review of progress with the SENCos, Mrs Stevenson/Mrs Hancox.

These are scheduled again for the end of the Spring term. 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

