



**Ecclesfield Primary School**

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Executive Head J. Eagleton BSc Hons PGCE NPQH

5th March 2024

### Y2B Spring Term Parent / Teacher Meeting Appointments

Dear Parents and Carers,

As you are aware, Miss Barrass is currently absent from school. Miss Harris has been taking the class in her absence. We would like to invite parents to make the Spring Term parent meeting appointments with Miss Harris and Mrs Hancox on the following dates:

- Tuesday 12th March
- Tuesday 19th March

These meetings will provide an opportunity 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 Miss Harris 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 Tuesday 5th March.



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 have already been organised by Mrs Stevenson and Mrs Hancox and therefore parents do not need to make a further appointment.

Yours sincerely,

H Travers

Acting Head of School

