

16<sup>th</sup> October 2023

### Parent-Teacher Meetings

Dear parents and carers,

Following feedback from parents, we have moved our parent-teacher meetings into the second half term this year. This has enabled your child to settle in and teachers to get to know their new class more before meeting with you.

In addition to our recent class Meet the Teacher sessions, we would now like to offer individual parent-teacher meetings. This will provide an opportunity for parents and carers to have a 1:1 discussion with their child's new teacher, and to work together to decide how best their child may achieve the targets set at the end of last year and moving forward. Children's targets for core subjects (English, Maths and Science) were included in their end of year report.

Parents are invited into school for a ten-minute conversation. We appreciate, however, that some parents or carers may have work commitments or younger children which prevent them from coming into school. If this is the case, we are more than happy to offer a ten-minute phone call instead.

Appointments will be available as follows:

<b>Year 5</b>	<b>Thursday 2<sup>nd</sup> November</b>
<b>Year 6</b>	<b>Thursday 2<sup>nd</sup> November</b>
<b>Year 2</b>	<b>Friday 3<sup>rd</sup> November</b>
<b>Year 3</b>	<b>Monday 6<sup>th</sup> November</b>
<b>Year 4</b>	<b>Tuesday 7<sup>th</sup> November</b>
<b>Year 1</b>	<b>Thursday 9<sup>th</sup> November</b>

Appointments may be booked via your **MCAS account**.

There is a choice of ten-minute slots from which you may select one. **If you would prefer a telephone appointment, please inform the office in person or by email. Otherwise, it will be assumed that all appointments are face-to-face.**

If you have a lot to discuss, please indicate this to the teacher during the meeting and they will arrange a follow up phone call for a mutually convenient date and time.

If you fail to attend at your chosen time, you will need to contact the office to book a replacement appointment on another day. Unfortunately, it is unlikely that there will be capacity for a new slot on your allocated day.

### Supporting Children with Special Educational Needs

Mrs Barnard, our SENDCo, has already met or spoken to most of the parents of children with SEND, but if you did not manage to arrange an appointment and would like one, please contact the school office.

### Reception Class

At Wisborough Green, in line with most primary schools, we hold a '6-Week-In' Meeting for parents and carers of our new Reception children. This will take place on **Friday 3<sup>rd</sup> November at 9:30am**. Further details will follow nearer the time but we do ask that, wherever possible, younger siblings do not accompany you to the meeting on this occasion. The meeting should last approximately 30-40 minutes. Miss Summerfield will arrange to meet with you individually later in the term.

I hope that all of these meetings will be helpful for our children and their families, and that parents and carers feel confident that their children are happy, settled and ready to learn! Your continued support is vital in helping your child to 'be the best they can be' and is greatly appreciated.

Best wishes,

*C. Bennett*

Caroline Bennett  
Headteacher