



---

7<sup>th</sup> December 2023

Dear parents and carers,

Now that your child has completed their first term in school, we would like to invite you to a parent-teacher meeting. They are being held between **9.00am and 11.30am on Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup>, and between 9.00am and 10.20am on Wednesday 10<sup>th</sup> January 2024.**

This meeting will be an opportunity to talk to Miss Summerfield about how your child has settled into school and to discuss their achievements so far. It will also enable you to work together to decide how best your child may make further progress throughout the year.

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 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.

I would like to take this opportunity to thank all of our families and staff for helping to ensure such a smooth transition into Reception this term. The smiling faces and enthusiasm of your children as they enter each morning and throughout the day is a joy to see!

Kind regards,

Caroline Bennett  
Headteacher

---

Headteacher: Mrs C Bennett BA (Hons), PGCE, NPQH  
Newpound Lane • Wisborough Green • West Sussex RH14 0EE  
Tel: 01403 700 280 email: [office@wisboroughgreenschool.org.uk](mailto:office@wisboroughgreenschool.org.uk)

