



8th March 2023

Primary Parents Evenings 23rd and 30th March 2023

Dear Parent/ Carer

You are invited to attend a short meeting with your child's class teacher to discuss their progress in school. Parents meetings will take place on Thursday 23rd and Thursday 30th March 2023

All appointments this year will be in person and will be held in the school hall and surrounding areas (23rd) and classrooms (30th) from 3.15-5pm then 5.30-6.30pm. Please note from 3pm-3.15pm and from 5pm-5.30pm staff will be having a short break and are unable to see parents. Staff will have been teaching all day and need time to prepare their notes and themselves for the meetings so that they are at their best for your appointment.

Appointments **MUST** be booked using our new Edulink One system. From 8th March, you will be able to book your appointment. Once you have logged on to Edulink One, under the section Parents Evenings you will have the opportunity to select appointment time with your child's class teacher. A guide on how to log onto Edulink One has been sent out to parents and is also available on our school website.

If you do not have access to the internet, or you have difficulty accessing Edulink One, please contact the school office who will discuss this with you further

These sessions are short appointments – (approximately **10 minutes**) and will provide an overview of progress. If you need to discuss anything in more depth, then please contact school and make a separate appointment where your child's class teacher can then have more time to discuss or answer questions in more depth.

Parents evenings should be a two-way conversation. If you have any questions or would like information on something in particular, then please ask the teacher. Senior staff will also be available during the 2 sessions if you also wish to speak to them about anything.

We look forward to welcoming you to these sessions.

Yours sincerely

M Kenneway
Head of Primary Education