



22nd February 2024

Primary Parents Evenings 21st and 27th March 2024

Dear Parent or 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 21st and Wednesday 27th March 2024.

All appointments this year will be in person and will be held in the school hall from 3.15-4.30pm then 5.00-6.00pm. Please note from 3pm-3.15pm and from 4.30-5.00pm 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. Once you have logged on to Edulink One, under the Parents Evenings tab you will have the opportunity to select appointment time with your child's class teacher.

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 **8 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

K Ireland
Head of Primary Education