

Monday 2nd October 2023

## **Drop-In & Parent / Carer Appointments – Whole School**

Dear Parents and Carers,

We are writing to invite you to attend one of the next 'Drop-In' sessions and also our first Parent / Carer appointments of the new academic year!

### **'Drop-In' Open Sessions**

The first Drop In sessions of the year have been scheduled for **Monday 9<sup>th</sup> October and Thursday 12<sup>th</sup> October 2023**. To support Mrs Winslade in her return to work her class will be hosting their drop in sessions on **Thursday 5<sup>th</sup> October and Thursday 12<sup>th</sup> October**. The sessions will take place, in your child's classroom, from 3.30pm until 4.15pm at the Infant School and 3.15pm until 4.00pm at the Junior School.

Those of you who have attended before, will know that these sessions provide an excellent opportunity for you to sit with your child, look at their work, and discuss their learning so far. Please remember that your opportunity to hold a discussion with the class teacher will be at the parent appointments. The Drop-In times should be focused around the discussion with your child. These sessions are scheduled a week before parent appointments so that you are able to use the information gathered to inform the meeting that you have with the class teacher.

Please help us to plan effectively for this event by visiting the '[School Life/Event Booking](#)' page on our respective websites, looking for the 'Parent Drop-in' link, and registering your wish to attend. You will need to choose one of the two dates indicated. As these sessions do not start until after the school day, the children will leave class as usual, and then once they are all clear a second bell will sound indicating the start of the Drop-In session. Please re-enter the building via the appropriate year group or class external door. There will be a final bell which will indicate the close of the session, and gates will remain open, so that you are able to leave school via your normal exit route.



## **Parent / Carer Appointments**

Whilst the first appointments of the year for all parents & carers will take place week beginning **Monday 16<sup>th</sup> October 2023** with appointments being available from 3.30pm – 6.00pm. To support Mrs Winslade with the appointments, they will be on **Monday 9<sup>th</sup> October and Monday 16<sup>th</sup> October**. The appointments will be face to face. These dates allow parents and carers to visit both sites on the same evening if they so wish. You will be able to book/change your appointment online via the website. There will be no forms to fill in and return and the system will allocate places on a first come first served basis. If you do not have access to the internet/e-mail account, please let us know.

Please remember that these appointments are only ten minutes long. If you bring infant aged (or younger) children with you, we kindly ask that you take them into the classroom for the duration of the appointment. Entrance and exit will be through the main office door.

The online booking system will be available from **8.00pm on Wednesday 4<sup>th</sup> October**. To book, visit our website and click on 'School Life/Parent/Teacher Appts'.

Yours sincerely

L Wilby  
Executive Headteacher

