

Clifton (Main Office and Junior Site):
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17th January 2020

Parents of children in **Year 5 & 6**

Dear Parent/Carer

Year 5 & 6 Parent & Child Meetings:

Monday 10th February 3.30-6.15pm
Tuesday 11th February 3.30-6.15pm &
Thursday 13th February 3.30-6.15pm

Following the letter in the autumn about changes to the format for parents' evening and the annual report, we would like to invite you **and your child** to a meeting with your child's class teacher(s). Your child is the focus of all we do and therefore we feel it is only right that they should be fully involved in any discussion about their learning. Therefore, this is an opportunity for you, the teacher(s) and your child to sit down together to talk about your child's successes, what's going well this year and how they 'fly high' both in and out of school.

It is also the chance for the teacher(s) to share the next steps for your child, these will be written down on a form and given to you during the meeting. You will then all be able to discuss these and agree any actions that parents, teachers or your child needs to do to achieve each next step; these notes and actions can be added to the form during the meeting so we all have a record. In most cases there will be 3 next steps, these could be 1 each for Reading, Writing and Maths, or there may be a greater need to focus on one particular subject over another, or indeed on other aspects of learning such as concentration, behaviour or independence.

Teachers will talk to the children in advance about the meetings, but our goal is that children are fully involved (age appropriately) in this conversation about them and their learning and that all 3 parties are able to work in a mutually supportive way to achieve the next steps. Our advice would be that you have a chat with your child ahead of the meeting, perhaps asking them questions about what they enjoy at school, what they find difficult, is there anything that they need help with or anything that worries them. Similarly, after the meeting it is always good to have a debrief with your child to reflect on what's been discussed and how we can work on things together.

Obviously we are very conscious of your child's self-esteem during the meeting so if you or the teacher has anything that would be better discussed not in front of your child, it is better that this is communicated via email in advance. The teacher can then ask your child to wait a moment at the start of the meeting or to step out at the end so a more private conversation can take place; please do email in advance if you feel this is necessary. As always, if you have a significant issue you wish to raise, please organise a separate appointment outside this meeting time.

Appointments will be over 3 nights and will be for a longer 15 minutes each; we would appreciate your help in keeping to this time limit so that other parents and children are not kept waiting. If your child

has 2 teachers who work as a job share, then our aim is that both teachers attend all meetings to ensure a well-rounded picture and a consistent approach.

All appointments will be in your child's classroom, **entrance will be via the main front door**. Once again we shall be using an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Monday 20th January 2020 at 9am and will close on Thursday 6th February 2020 at 3.30pm. Should you wish to make any changes after this date please contact the school office.

To book an appointment please login to your ParentMail account. Please can you indicate in the notes whether you intend to bring your child. If you have any problems please follow the link below:-

<https://www.parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

We hope that with the additional evening, the extended meeting slot, the new form, the presence of both job share teachers and, most importantly, the involvement of your child, that this will really improve the effectiveness of the traditional parents' evening. We will then have an additional parent and child meeting in June to review progress and celebrate successes. We realise this is a change in format and are hoping that it will be a positive experience for everyone, but we would certainly welcome your feedback. If you have any questions ahead of the meeting, please do talk to your child's teacher.

Yours sincerely

Justin Hoye
Headteacher