

St. John's C of E Primary School



Clifton (Main Office and Junior Site):
Worrall Road, Clifton, Bristol, UK BS8 2UH
Tel: 0117 903 0251

Redland (Infant Site):
Lower Redland Road, Redland, Bristol, UK BS6 6SU
Tel: 0117 353 2090

20th January 2025

Parents/Carers of children in **Years 5 & 6**

Dear Parent/Carer,

Years 3 - 6 Parent/Carer & Child Meetings:

Tuesday 11th February 3.30-6.30pm
Wednesday 12th February 3.30-6.30pm &
Thursday 13th February 3.30-6.30pm

Following on from our October consultations and due to successful formats in previous years, we are currently organising parent/carers meetings across the school via Teams. For our infant site (Year 1 and Year 2) meetings will be with parents/carers and teachers only, and for Years 3-6, your child is also invited to join.

We would therefore 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 when they are old enough to do so, they should be fully involved in any discussion about their learning. 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. You will then all be able to discuss these and agree any actions that parents/carers, teachers or your child needs to do to achieve each next step. These notes and actions will be added to a form during the meeting that will be sent home with your child at the end of the week, 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, we can ask your child to step out of the meeting for some of the time. 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/carers and children are not kept waiting. If your

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Email: office@stjohnsprimary.org.uk
Headteacher: Mr. Justin Hoye
Chair of Governors: Mrs. Alice Ballard



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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. Please note, where two teachers job share a class, both teachers will be present in the meeting - irrelevant of which teacher's name is listed on ParentMail.

You will receive a Teams invite closer to the time, once you have booked a time slot. There will be one meeting link set up for all parents/carers that evening, so when you join the Teams meeting you will enter a lobby (waiting room). Your teacher will then admit you to the meeting at your allotted time. Please note, the Teams invite is for the whole meeting session i.e. - 3.30pm until 6.30pm and **not** your appointment slot. Your appointment slot can be found under 'Parent & Carer Meetings' on your Parentmail account.

To aid the smooth running of the evening please:

- Be in the lobby a few minutes before your appointment time.
- Keep to the allocated 15 minutes. If you have any significant issues you wish to raise, please organise a separate appointment outside of this consultation time. We will need to keep strictly to time so if you are late, your appointment will be for whatever time is remaining. If this is beyond your timeslot you will not be able to be admitted that evening and will need to rearrange your appointment for another day.
- Most users should be able to change your Teams name to ensure it is either your child's name (preferable) or your own (if the surnames match), rather than a nickname, so that the teacher can recognise who it is. If you are unsure how to do this, click on this helpful.
- Parents/carers can join separately to the same meeting from different locations.

Appointments can be made via your ParentMail account. They are available to book from 6pm on Friday 31st January and will close on Thursday 6th February. You will receive an email confirming your appointment. If you have any problems please follow this link:

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

Should you wish to make any changes after this date please contact the school office.

If you do not have the technology to take part in a Teams meeting, please contact the school office so an alternative consultation can be arranged.

We hope that with the additional evening, extended time slot and involvement of your child that the meeting will be a very effective way of working in partnership to support your child. If you have any questions ahead of the meeting, please do talk to your child's teacher.

Yours sincerely

Justin Hoye
Headteacher

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