

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 9th October and Thursday 12th October 2023**. These are only available to Years 1 & 2 parents this term; Year R drop-ins begin in the Spring. 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. The time frame is designed to allow parents and carers with children on both sites to visit both schools on the same day, should they wish to do so.

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 website, 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

The first appointments of the year for all parents & carers will take place during the week commencing **Monday 16th October 2023** with appointments being available from 3.30pm. 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 4th October**. To book, visit our website and click on 'School Life/Parent/Teacher Appts'.

Yours sincerely

L Wilby
Executive Headteacher

