

6th January 2022



Dear Parents / Carers

**Parental Consultation Day: Friday 21<sup>st</sup> January 2022**

I hope you have all had a restful Christmas break and would like to wish you all a very happy and healthy 2022. I write to inform you of the arrangements for this year's Consultation Day for parents / carers.

**Mid-Year reports will be sent home to parents / carers by SIMS Parent on Wednesday 19<sup>th</sup> January.**

We will be holding **Consultation Day** on **Friday 21<sup>st</sup> January** between **08:00 - 17:30** to discuss your child's Mid-Year report and progress during the first half of the academic year. **The school, including nursery, will therefore be closed to all pupils on this day.** This year due to the current Covid situation we are offering a blended approach to Consultation Day. **You have the option of either a face-to-face or telephone meeting.** It is important that parents / carers note the following:

- Socially-distanced consultations will be held in one your child's year group classrooms.
- Please keep to allocated seating in waiting areas which will be appropriately spaced.
- Please aim to arrive a few minutes before your allocated appointment time.
- Staff will do their best to adhere to appointment times to minimise waiting time.
- School staff will be wearing masks and we ask that you do the same, unless you are exempt.
- Access to school will be via Chester Avenue only. Please use the hall fire exit door. You may be asked to wait in the hall if you are early. Staff will guide you to the appropriate classroom.
- You can exit by any of the external exits from school, leaving the site by the Chester Avenue gates.
- Parking will be available on the playground.
- Please make sure that mobile phones are silenced for your consultation.
- Please do not bring children with you unless absolutely necessary. If children are to attend they must be with you and not at large around the school site. It is not intended for pupils to be in the room during consultations.
- If you have requested a telephone consultation staff will do their best to ring you around the given appointment time. Please note that staff will make one attempt to ring you. Make sure your contact details given on the link below are correct.

*If this is successful and people respect each other's space we can do this again. However if complaints are received we will have to rethink how we organise future meetings like this.*

**Appointments for Nursery pupils will only be available for the morning session.**

Appointments for both face-to-face and telephone consultations will be available on Friday 21st January at 10-minute intervals within the following blocks of time:

08:00 until 10:00      10:00 until 12:00      12:00 until 14:00      14:00 until 17:20

**Please use the following link to book a time preference for each child:**

<https://forms.office.com/r/4bVW93vxJ9>

**You will need to complete the form for each child that you have in school,** indicating which classes your other children are in. If you have more than one child, please book your appointment slots as soon as possible so that we can give you appointment times that are close together. **This link will stay active until Tuesday 11<sup>th</sup> January at 18:00.** Your child's class teacher will then communicate your appointment time **using SIMS Parent by 17:00 on Wednesday 12<sup>th</sup> January.**

Miss Evans (Inclusion Lead) and Mrs Fielding (Child and Family Support Worker) will also be available in school during the day.

We look forward to seeing you.

Yours sincerely,

Mr D J Saunders  
Deputy Headteacher