



10th October 2025

Parents' Evening October 2025

Dear Parents/Carers,

You are invited into school to discuss your child's progress so far, with their teacher on **Tuesday 21st October** between 3.40pm and 6pm and **Thursday 23rd October** between 4pm and 7pm. These meetings can be either held in school or via a telephone call with your child's class teacher.

You will receive a Calendly invite after school on Monday so you can easily sign up to see your child's teacher at a time to suit you. You will receive a message on SeeSaw this evening inviting you to the evenings.

Meetings will be no longer than 10 minutes long. Once you have selected a time, you can set a reminder and also leave a private message to your child's teacher if you want to pass on anything beforehand. This slot is yours straight away, so you don't need to wait for further confirmation from the class teacher. However, you will receive an automatic confirmation email from Calendly. If you realise after you have signed up that you can no longer make that time, you can reschedule your booking by clicking on 'Reschedule' at the bottom of the confirmation email and choose another slot.

Please note: If you are signing up to see more than one teacher because of siblings in school, please leave enough time between your slots so they aren't back to back, to allow some time to get from one appointment to the other. This will help avoid delays for yourselves and other parents.

It is really important that meetings begin promptly at the time given and they last for no more than 10 minutes. This is so that other parents are not having to wait for their slot. If you need longer to discuss your child's progress, you can, of course, book a separate meeting with your child's class teacher at any time throughout the year. In fact, if the times given for parents' evening don't suit you at all, your child's class teacher will be flexible and try to meet with you or call you at a different time.

In classes where there is more than one teacher because of job shares, we are unable to let parents request which teacher they talk to. The teachers work together and discuss the children at length so the messages will be the same.

Kind regards,

Miss Jo Sawyer

Headteacher

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