



Monday 3rd October 2022

Dear Parents/Carers

Parents' Evenings:

Monday 17th October 4 pm to 7 pm and

Tuesday 18th October 2022 3.30 pm to 6.20 pm

In order to further build on the partnership between school and home, we would like to invite you to the autumn term parents' evenings, which will be held just before half term. This will be an excellent opportunity to meet with your child's class teacher and discuss their progress and achievements, as well as identify their next steps for learning.

We will be holding our next parents' evenings on **Monday 17th October from 4.00 to 7.00 pm and Tuesday 18th October from 3.30 pm to 6.20 pm**. You will be able to book an appointment to meet with your child's class teacher using our Teachers2Parents system, following a link that will be sent to you. Details are as follows:

Teacher2Parents Booking Instructions:

- A link will be sent to your phone or email address, which will take you to the online booking system to select a time.
- Click the link through text and/or email to take you to the confirmation page.
- Enter your child's first name to continue. If you have more than one child, any of their first names will work.
- Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
- Click 'Please Choose' to be shown a list of available times that you can click to book. This will also give you the option to add any notes that you might want the teacher to see before the meeting.
- After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green, you know your booking has been made.
- At any time before parents evening, you can click the link on your phone or email again to check your booking time.

This is the only way that appointments can be made - we are not able to make appointments on your behalf. Appointments will be every 10 minutes for each parent or carer, therefore, it is very important that parents stick to the times that they are given. This will enable you to have a good quality discussion with the class teacher. Teachers will be able to meet with both parents and the child if you wish. Appointments should be booked by **Wednesday 12th October** and are on a first come, first served basis.

If you wish to talk with Mrs Green (our Teacher in Charge of Keevill) she will be available in the Keevill unit. Please let Mrs Green know before the date, if you wish a catch-up. Mrs Broad will be attending the Ash class meetings so if you wish a separate SEND discussion, please book through the school office for an alternative day and time.

Any parents who would prefer a telephone call or email update rather than a face-to-face meeting, should let us know through the Speenhamland office email address - office@speenhamland.newburyacademytrust.org. Please state your child's name and class. We will text you on the **13th October** with the date and time that your child's teacher will call you. For emails, these will be sent on Monday 17th October.

As Covid restrictions have eased now, we are able to invite all parents into the school buildings to wait before their appointment. Please see the table below to find out where your child's appointment will be and where you should wait.

We are looking forward to sharing your child's progress and achievements with you.

Yours sincerely



Mrs Julie Lewry
Headteacher

Child's Class Teacher	Class	Class for meeting appointment	Class for book look prior to meeting
Miss Hipgrave	Wisteria	Hall	Hall
Mrs Watson	Cherry	Cherry	Oak
Miss Buckell	Oak		
Mrs Choudhury/Mrs Broad	Ash	Ash	Oak
Mrs Caudle	Maple	Juniper	Maple
Miss Oakham	Juniper		
Miss Holdway	Hawthorn	Redwood	Hawthorn
Mrs Munro	Redwood		
Mrs Earl	Cedar	Acer	Cedar
Mrs Waterfall	Acer		