



Friday 8<sup>th</sup> October 2021

Dear Parents/Carers

### Parents' Evenings:

**Monday 18<sup>th</sup> October 4 pm to 7 pm and Tuesday 19<sup>th</sup> October 2021 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 18<sup>th</sup> October from 4.00 to 7.00 pm and Tuesday 19<sup>th</sup> 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 before preparing the room for the next parent. Teachers will only be able to meet with 1 parent and child. Appointments should be booked by **Wednesday 13<sup>th</sup> October** and are on a first come, first served basis.

If your child has special educational needs, and you wish to talk with Mrs Broad (our SEND lead) or Mrs Green (our Teacher in Charge of Keevill) they will be available in the main school hall. Entrance can be made through the main reception door.

Your child's teacher will meet you at the door as shown in the table below. Furniture will be arranged so that the meeting can be socially distanced. Parents will be asked to use the hand sanitiser provided and should wear a mask. At the end of the meeting, the teacher will use an anti-bacterial wipe on the table ready for the next meeting.

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](mailto:office@speenhamland.newburyacademytrust.org). Please state your child's name and class. We will text you on the **14<sup>th</sup> October** with the date and time that your child's teacher will call you. For emails, these will be sent on Monday 18<sup>th</sup> October.

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

Yours sincerely

**Mrs Julie Lewry**  
**Headteacher**

Day	Start Time
<b>Monday 18<sup>th</sup> October</b>	First at 4.00 pm, last appointment at 7.00pm
<b>Tuesday 19<sup>th</sup> October</b>	First at 3.30 pm, last appointment at 6.20 pm

Collection/Meeting Point		Area
Wisteria	Miss Hipgrave	From EYFS playground – own doors
Cherry	Mrs Allen	Own class door
Oak	Miss Buckell	Through reception main door
Ash	Miss Oakham	Through reception main door
Redwood	Mrs Munro	Own class door (Ace Building)
Hawthorn	Miss Holdway	
Acer	Mrs Waterfall	Own class door (end of playground)
Cedar	Mrs Earl	Through reception main door
Juniper	Miss Penman	Own class door (end of playground, turn left,
Maple	Mrs Caudall	building next to adventure playground)