



Tuesday 31st January 2023

Dear Parents/Carers

Parents' Evenings:

Tuesday 7th February 4 pm to 7 pm and Wednesday 8th February 2023 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 spring 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 Tuesday 7th February from 4.00 to 7.00 pm and Wednesday 8th February 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 **Friday 3rd February** 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 or alternatively she can join the parent appointment with the class teacher if you let her know.

If you have a SEND child, or you have concerns about your child's needs and would like to meet with our new SENCO, Mrs Graham, please phone the school office who will be able to book you a slot for parents' evening.

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 **Monday 6th February** with the date and time that your child's teacher will call you. For emails, these will be sent on Tuesday 7th February.

Like last time, we are able to invite all parents into the school buildings to wait before their appointment. This is a lovely opportunity to look at your child's books. Please see the table below to find out where your child's appointment will be and **where you should wait for the book look**. There is no need to wait outside the buildings.

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
Mrs Graham – SEND appointments		Hall
Miss Hipgrave - Wisteria	Hall	Hall
Mrs Watson - Cherry	Cherry	Oak
Miss Buckell - Oak		
Mrs Choudhury - Willow	Ash	
Miss Harrison - Ash	Juniper	Maple
Mrs Caudle - Maple		
Miss Watkin - Juniper		
Miss Holdway - Hawthorn	Redwood	Hawthorn
Mrs Munro - Redwood		
Mrs Earl - Cedar	Acer	Cedar
Mrs Waterfall - Acer		

