



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Thursday 23rd January 2025

Dear Parents/Carers,

Consultations Evenings

We are holding our spring consultation meetings on **Tuesday 11th February (15:30 – 18:00)**, **Wednesday 12th February (16:30 – 19:00)** and **Thursday 13th February (15:30 – 18:00)**. These meetings are to celebrate the successes the children have had since the beginning of the year, their progress to date and the targets that have been set for them moving forward. It is important that parents and carers are part of the discussion with staff and we would strongly encourage you to make an appointment with the teacher.

Parents may attend on their own; however in Key stage 2, children are encouraged to be more independent learners. With this in mind, so that your children can be involved in their progress, it would be beneficial for them to attend the meeting with you. This gives them the opportunity to celebrate their successes and discuss their challenges and future targets in partnership with their parents or carers and teacher.

For these consultations we will be offering a choice of either face-to-face or online appointments which we hope will suit all families. Appointments on **Tuesday and Thursday** will be **face-to-face** and those offered on **Wednesday** will be **online**.

All bookings should be made by parents through School Cloud, as before. You will see when you log in to book an appointment those which are online and those which are in person. Both online and face to face appointments will be for ten minutes. The appointments will open for booking from **Monday 27th January at 16:00** until **Friday 7th February at 16:00**. As usual, a step by step guide to booking appointments is attached to this letter. If you encounter any problems please contact techsupport@meadgate.essex.sch.uk.

Mrs Ing, our SENDCO, will be available on Tuesday 11th February, to see any parents that have specifically SEND related questions or concerns. This appointment does not replace your time with the class teacher, who will have information regarding progress in class, related to specific subject areas.

If you have recently had a meeting with Mrs Ing, or see her regularly as part of your child's SEND review cycle, you will not need an additional appointment, unless there are new developments. This appointment will not replace any normal SEND discussions you have. To make an appointment with Mrs Ing, please contact the school office directly.

Please note that as usual for online appointments it is possible for two parents or carers to join the same meeting from different locations. One parent/carer should make the booking and can then invite the other to attend, however **you must sign in with different email addresses**.

To ensure you are able to book the most convenient time for you, we would advise you book early to avoid disappointment, as the slots do fill quickly.

Please note that if you select an online appointment, we will be inviting parents and carers into school towards the end of this term to share the children's work at a book look session.

Yours sincerely,


Mr J Figg
Headteacher