



# MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Wednesday 11<sup>th</sup> January 2023

Dear Parents/Carers,

## Consultation Evenings

We are holding our spring consultation meetings on **Monday 6<sup>th</sup> February, Tuesday 7<sup>th</sup> February and Thursday 9<sup>th</sup> February**. 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.

As you know our previous few consultations have been virtual but we know from parent feedback that while many of you preferred this arrangement, there were some parents that wanted to attend a face-to-face meeting with the class teacher. With that in mind, this time we are offering a hybrid of the two. Appointments on Monday and Tuesday will be virtual and those offered on Thursday will be in person.

**All bookings** should be made by parents through School Cloud, as before. You will see when you login 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 on **Thursday 26<sup>th</sup> January at 16:00** until **Thursday 2<sup>nd</sup> February at 16:00**. As usual, a step by step guide to booking appointments is attached to this letter.

If Mrs Ing, our SENDCO appears on your teacher options and you would like an informal catch up with her, please feel free to book an appointment with her too. If you have recently had a meeting with Mrs Ing, or see her regularly, she may not appear in your list. This appointment does not take the place of any normal SEND discussions you may have.

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 for another book look, similar to the one we held after school at the end of last term. Your child will then be able to share all their lovely learning with you.

Yours sincerely,

Mr J J Figg  
Executive Headteacher