

King Athelstan Primary School

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Headteacher: Emily Newton

2nd February 2024

Dear Families,

Parent Carer Consultation Meetings

- Booking opens at 7am, Monday 5th February and closes 9am, Tuesday 20th February - link below
- **In person meetings** are Tuesday 20th February 3:30pm - 6:00pm
- **Online meetings** are Thursday 22nd February 4:00pm - 6:30pm
- All meetings, online and in person are 10 mins. Online time slots end automatically after 10mins from the start time, so please log in on time
- **Book Looks** for parents/carers with **online R-Y6 meetings** will be held on Monday 19th February, 3:20pm - 3:50pm (NB: not Nursery)
- SEND support plan parent/carers meetings will take place week commencing 26th February - letter to follow
- 'Little Klee' (2 year old provision) meetings are **in person** on Wednesday 21st February 2:00pm - 3:00pm

This term we are again offering parent/carers consultation meetings for Nursery - Year 6 in person as well as online, so families can choose which they prefer. We have had lots of positive feedback about online meetings, as well as requests for in person. All meetings, whether online or in person, will be strictly 10 minutes long. The meetings will be taking place on:

Tuesday 20th February 3.30pm - 6.00pm **in person only**
Thursday 22nd February 4:00pm - 6.30pm **online only**

If your child is in our 2 year old provision 'Little Klee', appointments will take place with Barbara Favretti **in person** on Wednesday 21st February 2.00pm - 3.00pm.

Bookings should be made using the link below which will be open from **7.00am on Monday 5th February** and will close at **9.00am on Tuesday 20th February**. After this time please contact the school office to make or change bookings. It is essential that you attend these meetings for each of your children.

<https://kingathelstan.parentseveningsystem.co.uk>

When logging on you will need to use your child's **Preferred Forename, Preferred Surname, Date of Birth** and the email address currently registered with school (see example on next page). Once a booking has been made you will be sent a booking confirmation by email.

In preparation for an online meeting, you will be able to join prior to your meeting time. Please login to the parent evening system via the booking confirmation or the link above. **However, you will not be admitted into the meeting until your allocated time.** Your time slot automatically ends 10 minutes from the start time, so please make sure you are logged in on time.

For in person meetings, please enter school via the school office just before your timeslot and make your way to your child's classroom. There will be a waiting area outside the classroom for you to wait if the previous family are still there. Your child's books will be available for you to look at, as well as a sheet for



you to complete with your comments to your child. Meetings are 10 minutes and teachers have been asked to keep to this timescale using timers similar to the online system.

Parent/Carer Book Look, Reception - Y6 (Not Nursery) for those with online meetings only

There will be an opportunity for parents and carers from R-Y6, who have booked online meetings on 22nd February, to come in on **Monday 19th February** to have a look at their child's work from **3.20pm - 3.50pm**. There will also be a sheet for you to complete with your comments to your child. Staff will not be available in this slot.

KS1/2 Book Look: On the day please collect your child/ren in the KS1 playground, and walk round the one-way system and back in the KS1 gate. This will allow those not going to the Book Look to pick children up and leave and prevent any crowding. When all children have been dismissed, you will be called in by your child's teacher. Once you have seen the books, please leave promptly at 3:50pm.

Reception Book Look: On the day please wait with your child/ren outside the classrooms, and allow the other children to be collected. At 3:20pm you will be called in by your child's teacher. Once you have seen the books, please leave promptly at 3:50pm. (If you are collecting siblings in KS1/2, please collect them first and then come to the reception classrooms through the KS1 playground.)

A letter is being sent separately about arrangements for appointments of children with SEND Support Plans which will take place in the week beginning 26th February.

Please see separate attachment for a Parents/Carers guide on 'How to attend appointments over Video Call.' If you have any difficulty with booking online, please contact the office for assistance. Please remember that the link for your appointment will be in your confirmation email.

Yours sincerely,



Emily Newton, Headteacher

King Athelstan Primary School

Parents' Evening System

Welcome to the King Athelstan Primary School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

| | | |
|---|---|----------------------|
| Title | First Name | Surname |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Email | Confirm Email | |
| <input type="text" value="Address registered with school"/> | <input type="text" value="Address registered with school"/> | |

Student's Details

| | | | | |
|--|---|--------------------------------|--------------------------------------|-----------------------------------|
| First Name | Surname | Date of Birth | | |
| <input type="text" value="Preferred First Name here"/> | <input type="text" value="Preferred Surname here"/> | <input type="text" value="1"/> | <input type="text" value="January"/> | <input type="text" value="2000"/> |