

# King Athelstan Primary School

Villiers Road, Kingston Upon Thames, KT1 3AR  
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www.kingathelstan.kingston.sch.uk



Headteacher: Emily Newton

29<sup>th</sup> September 2023

Dear Families,

## **Autumn Term SEND Support Plan Review Meetings**

SEND Support Plan meetings this term will be held **in-person** to review your child's progress and the provision in place. Appointments will last **20 minutes** as this will be both your parent/carer consultation and SEN plan review. Appointments will be available from:

**Tuesday 31<sup>st</sup> October from 3.30-5.30pm**  
**Thursday 2<sup>nd</sup> November from 3.30-5.30pm**

Appointments for children in Little Klee (Nursery) will be available on **Tuesday 31<sup>st</sup> October only, from 1.30-2.30pm.**

The draft plan will be available for you to read and discuss with the teacher at the meeting. If changes are required following the meeting, an updated copy will be sent to you, either electronically or as a hard copy, once the alterations have been made.

Bookings should be made using the link below which will be open from **7:00am on Monday 2<sup>nd</sup> October** and will close at **9:00am on Tuesday 31<sup>st</sup> October**. 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 with a SEND Support Plan.**

<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 below). Once a booking has been made, you will be sent a booking confirmation by email.

We feel it is important to hold these meetings in person on the school site, however one of the advantages to the virtual meetings was that meetings were run to a strict time schedule, meaning no running late! Please respect the timings outlined for these in-person meetings - teachers will be trying to adhere firmly to them but need your support in this for the benefit of everyone.

If you have any difficulty with booking online, please contact the office for assistance on [admin@kingathelstan.rbksch.org](mailto:admin@kingathelstan.rbksch.org) and we will get back to you as soon as possible.

Yours sincerely

Alice Govan  
Assistant Head (Inclusion Lead)



## 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

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Title

First Name

Surname

Email

Confirm Email

### Student's Details

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First Name

Surname

Date of Birth

  

Log In