

King Athelstan Primary School

Villiers Road, Kingston Upon Thames, KT1 3AR
Tel: 020 8546 8210 Fax: 020 8547 2732

admin@kingathelstan.rbksch.org
www.kingathelstan.kingston.sch.uk



Headteacher: Emily Newton

2nd February 2024

Dear Families,

Spring 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 27th February from 3.30-5.30pm

Thursday 29th February from 3.30-5.30pm

Appointments for children in Little Klee (Nursery) will be available on **Wednesday 28th February only, from 2.00pm-3.00pm.**

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 5th February** and will close at **9:00am on Tuesday 27th 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 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 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

Title

First Name

Surname

Email

Confirm Email

Student's Details

First Name

Surname

Date of Birth

Log In