

Our Ref. MMc / DMB

16th January 2026

Dear Parents and Carers,

A shorter home newsletter than normal. I would like to share with you upcoming events and information sharing that I need you to be aware of.

Parents Evening

I wrote last week to share with you that Parents Evening will be held at school on **Wednesday 4th February, 3:00pm- 7:00pm**. You should have received an invitation to attend together with a booking form. Can I ask for the booking form to be returned by **23rd January** at the latest in order that school can organise appointments for all families, as close as possible to the requested times. As we have a relatively small teaching staff, the pressure on appointment times is high, but we will do our utmost to book your preferred time slot. Please check your child's school bag for the letter of invitation, booking form and 'Communication Tree'

Note: From September 2026 school will be adding an additional 'settling in' parents evening during the Autumn Term.

Short Term Outcome Targets

Short Term Outcomes (STO's) detail targets that form a focus for school in supporting pupils. These may be taken from the Education Health Care Plan (EHCP). They are evaluated at the end of each term and new targets set at the start of the next term. The new STO's are due to be sent out, via Arbor, on **Friday 23rd January**.

In addition to Parents Evening and STO's, school provides a number of updates during the year that provide information about pupil progress and an opportunity for families to contact school. You will find attached to the parent evening letter a copy of our 'Communication Tree' which shares the comprehensive range of tools school has in place to maintain contact with families. I hope you find the information useful.

School Training

School staff have access to 5 days training each academic year. The next dates are:

Thursday 12th February and Friday 13th February. The focus for this training will be Phonics. During this time school will be closed for pupils. School dates for the term are available on the school website.

I look forward to meeting you during parents evening, have a good weekend,

Yours faithfully,

Mr McCann
Head Teacher



Headteacher: Mr M. McCann

Greenbank School | Greenbank Lane | Hartford | Northwich | Cheshire | CW8 1LD

Telephone: 01606 663820 | Website: www.greenbankschool.org