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30th September 2026

Dear Parents and Carers

Parental Consultations : Wednesday 21st October 2026 – Nursery to Year 6

Our first Parental Consultations of this school year will take place on Wednesday 21st October for Nursery - Y6.

Online sessions via Teams will take place on the morning of Wednesday 21st October (9.10am to 11.20am)
Face to Face sessions (held in school) will take place after school on Wednesday 21st October (4:00pm to 7.00pm)

These sessions are now available on School Spider for you to book your preferred slot. **You can alter the timings of your appointment should you need to, up until the system closes on Monday 19th October 2026.**

Parents and Carers of Nursery children are invited to a drop-in session on Wednesday 21st October. Please use the main school entrance and arrive anytime between 4.00pm-7.00pm – sign up to a rough time slot via this google form:
https://forms.gle/oUc44xw1mV9g2BwQ9

These parental consultations are an opportunity to discuss how your child is developing and to look at the work completed so far.

- **To enable us to have focused, confidential and efficient meetings, please note that children are NOT permitted to attend consultation appointments. We ask that children are not brought along to wait outside of the classroom or in the corridors while you attend your appointment.** Space around the classrooms is limited and, importantly, there is no supervision available for children while parents/carers are meeting with teachers. We appreciate that this can be difficult to arrange but is something we have highlighted each year. We need to ensure that the school environment remains safe and that appointments can take place without disruption.
- Our Kids Club after school provision is available as usual from 3.30pm until 6.00pm. This year, we are also introducing the option of shorter 30 minute childcare sessions for £2.00 per child, specifically to support families attending Parental Consultation appointments and these can be booked (Parental Consultation Childcare Sessions) through the 'Bookings & Payments' section on School Spider (please note that food will not be available for these sessions and payment cannot be made via vouchers). Children should be dropped off and collected via the Sutton Hall door at the top of the ramp.
- Please be aware that there is no childcare available after 6.00pm and children should not be brought to wait in school during appointments after this time. Please consider an online parental consultation if childcare is not feasible. Thank you for your understanding and for helping us to ensure that Parents' Evening runs smoothly and safely for everyone.
- **Consultations are 10 minutes for each child**. If you feel that you need a longer appointment, please contact school as soon as possible to arrange this.
- **If, for any reason, your appointment is missed without prior consultation with school, we will not be able to rearrange**.
- We ask that separated parents work together to attend the same parental consultation to avoid additional appointments for staff. **PLEASE BOOK ONLY ONE APPOINTMENT PER CHILD**. We appreciate that for a very small minority of families this may prove difficult and, where this cannot occur, please make a separate booking using the app.

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ONLINE SESSION GUIDELINES

- Please only book an online morning appointment if you are familiar with using the Microsoft platform.
- ALL Online sessions via Microsoft teams will be automatically recorded.
- The teacher will manage the waiting room throughout each session and admit parents/carers at their allotted time.
- It is recommended that parents/carers log into the online meeting at least 5 minutes before their allotted time and are familiar with the platform before use. Please also check that you have a reliable WiFi source.
- For online meetings samples of children's work will be sent home with your child on Tuesday 20th October to allow parents/carers the opportunity to see their work before the Teams session. They **MUST** be returned to school on Wednesday 21st October. For face to face meetings in school, parents will have the opportunity to look at their child/ren's work in school.
- Online session login details will be sent out to those parents who have booked a Teams session after the booking window has closed. This will be sent out via School Spider and each child will have a separate log in.

If you have any problems, please do not hesitate to contact the school office.

Kind regards

Becky Schofield
Headteacher