



ELLEN WILKINSON Primary School

Wednesday 31st October 2018

Dear Parents/Carers

When is Parents Evening and where do I go?

This terms parents evening is being held from **3.30 pm – 7.00pm** on **Thursday 8th November 2018** and will be by appointment. Entry into the school is via the main front door and then through the main hall into your child's classroom. As always there are information stands from various community groups in the hall so please take time to stop and have a look. Books to support your child's learning will also be on sale. Lost property will also be out at this time. There is also a school lunch taster session in the hall.

Year 6 parents – SATs information sessions will be running in Sapphire Room at 3.30, 4.30, 5.30 & 6.30.

How do I book an appointment?

Appointments are for 10 minutes. Please indicate on the slip **at least 2** time preferences. We try to allocate times as near to your preferences as possible, but I am sure you appreciate this is not always possible particularly at busy times (such as directly after school). Appointment time slots are allocated in the batch order we receive the forms back e.g. all the ones that came in Thursday morning, then Thursday pm etc. Please note this means that the fact that your form may have been the first of 10 that morning does not give it priority over the other 9! If you are not able to make the time slot given please speak to your child's class teacher as they may be able to arrange another date on which to meet. If you need to cancel on the day please let us know so we can allocate that time slot to someone else.

If you have more than 1 child in the school please fill out ONLY ONE FORM with the names of ALL your children. This needs to be returned to the oldest child's class teacher who will try to arrange appointments at a similar time. This can only happen if you return your form quickly.

***Your appointment time confirmation will be written in your child's home school book.**

What will this meeting include?

The focus of this term's meeting is:

- Particular strengths and areas for development
- Your child's current attainment in relation to age expectations
- Their end of year targets
- What they need to do to achieve these, how we are helping in school and how you can support at home

There will be an opportunity for you to see your child's books both before and after your appointment time.

Is there anyone else I can talk to?

All members of the Senior Leadership team will be free to meet with you if you have any additional questions or queries. If you would like more information about inclusion (Special Educational Needs, Gifted & Talented or if your child has English as an additional language) please speak to Mrs Owen.



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Governor's Survey

We value the opinions of everyone in our school and believe that the more we work together, the better the outcome for our pupils. To support this, every year the Governing Body conduct a parents' survey to ascertain your views of the school. These are then used to help inform our school evaluation and future planning. Therefore we would ask that you please take a couple of minutes during parents evening to fill out a survey. Any forms that have a name attached will automatically be entered for our prize draw to win £25 of uniform vouchers.

As you know, children are much more likely to achieve their full potential if home and school are working together so it is essential to please make time to come and discuss your child's progress.

We look forward to seeing you on **Thursday 8th November 2018.**

Yours sincerely,

Sue Ferguson
(Headteacher)

Parents Evening Appointment Request

I would like an appointment to meet my child(ren)'s teacher(s) on Thursday 8th November 2018.

Please fill in details of all your children who currently attend EWPS

Child's Name: _____ Child's Class: _____

Child's Name: _____ Child's Class: _____

Child's Name: _____ Child's Class: _____

Child's Name: _____ Child's Class: _____

My time preferences are (please tick at least 2 boxes):

3.30 - 4.00 4.00 - 4.30 4.30 - 5.00 5.00 - 5.30

5.30 - 6.00 6.00 - 6.30 6.30 - 7.00 ANY

I understand that these times may not always be available and will let the school know if I am unable to attend on the day.

Signed: _____ **Date:** _____

Please return this slip as quickly as possible to your oldest child's teacher.

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Tollgate Road, London E6 5UP
Head Teacher: Sue Ferguson



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