

15th February 2019

RE: Parents' Evenings Appointments – 4th & 5th March

Dear Parents,

On Monday 4th and Tuesday 5th March there will be Parents' Evenings for you to meet your child's teacher and discuss your child's progress.

We are offering later appointments on one of the days, and earlier appointments on the other, to try to accommodate all parents:

- **Monday 4th March** 10 minute appointments between 5.15pm and 9.30pm
- **Tuesday 5th March** 10 minute appointments between 4.15pm and 8.30pm

In the past, quite a few parents have not wanted to come to the designated evenings and have made appointments directly with their child's teacher for straight after school on days other than the allotted clinic evenings – please note that **this is not possible** because of the disruption it causes to after school clubs and our cleaning schedule. This also resulted in teachers having appointments every evening for several weeks. We are trying to provide enough appointments across the two days at the different time periods to keep everyone happy and so we are asking that you must book an appointment on the above days and within the stated times please.

Appointments will last for 10 minutes and will be bookable every quarter of an hour. This should help us to run to time and prevent parents from having to wait for their time with the teacher.

For those parents that are separated and where both have parental rights, we would very much appreciate it if you are able to attend **one** appointment together. This would be the most convenient for the school, however if separate appointments are more workable please do contact the school to make a separate appointment at another time.

The appointments are held in your child's classroom and the waiting area for RLF/JI will be in the Art Room and will be the spare classroom next door to Class 2VK for both 1SG and 2VK, as the After School Club will be using the room next to 1SG.

Please also note that there will be no after school activities on Tuesday. The After School Childcare run in the Westclyst School building will continue as usual.

Accompanying this letter are instructions on how to book your appointment online. To log in you will need to go to <http://www.parents-booking.co.uk/westclyst>

Should there be any real issue in booking an appointment on either of the two days please contact the school admin team to discuss this rather than speaking directly with the class teacher. We have previously had a few parents that became cross, forceful and even rude towards teachers as they wanted to book appointments on other evenings, which is both unacceptable and upsetting for staff.

I hope you find these parents' evenings helpful and informative.

If you have any issues or queries, please email admin@tcat.education

Yours sincerely,



Jonathan Bishop
Executive Headteacher