

29th October 2018

RE: Parents' Evening Appointments – 6th & 7th November – Reception to Year 6

Dear Parents,

On **Tuesday 6th** and **Wednesday 7th November** there will be Parents' Evenings for you to meet your child's teacher and discuss your child's progress. These evenings are for the parents of children in the Reception class through to Year 6.

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

- **Tuesday 6th November** 10 minute appointments between 5.30pm and 9.15pm
- **Wednesday 7th November** 10 minute appointments between 4.15pm and 8.00pm

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 there will be a waiting area set up outside each room. The waiting area for **Class 5JB** is in the lobby area off the front playground and for **Class 5KS**, it is in the lobby area between the two classrooms. The year 1 appointments will be in the Conservatory for **Class 1HL**, and in the library **Class 1JH**, with the waiting area outside the Year 4 classrooms.

Please also note that there will be no after school activities on Tuesday or Wednesday. The After School Childcare run in the Westclyst School building will, however, 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/broadclyst>

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@bcps.org.uk

Yours sincerely,



Jonathan Bishop
Executive Headteacher

