

19th October 2017

Dear Parents,

AUTUMN TERM PARENT-TEACHER MEETINGS

We hope that your child has settled well into their new year group and is enjoying learning during the first half term. We would like to invite you to attend a meeting with your child's class teacher to share with you an outline of how your child has settled in their class this year and allow you to ask any questions that you may have. As you know from the weekly newsletters, these meetings will be held on:

Wednesday 1st November between 3.45pm-6.45pm

Thursday 2nd November between 3.45pm-6.45pm

All meetings will take place in the hall, with a bell being rung at 10-minute intervals to assist with the transition between appointments. For the evenings to run smoothly, it is extremely important for everyone to try to adhere to the times arranged and we would welcome your co-operation with this. If you have a more complex issue to discuss, it may be appropriate to arrange an appointment at a different time.

During the sessions, a selection of your child's work will be available in their classroom for you to view. It is often helpful for you to do this before your meeting with the class teacher if at all possible.

We would like to invite you to bring your child with you, as we believe that the inclusion of your child will help to make it more meaningful. If you have any specific concerns that you would like to discuss without your child present, we would encourage you to make a separate appointment at a different time via Reception.

Appointments can be made using our online booking system which you can access from **8am on Friday 20th October until 12 noon on Tuesday 31st October**. The details of how to log on to request your appointment(s) are attached. If you do not have access to a computer or the internet, please contact us via Reception to book an appointment. Once you have made your appointment(s) using the online system, you should receive an automatically generated email confirmation.

If you have more than one child at Westfields, you will need to arrange an appointment for each child with their relevant class teacher. If your child receives extra support for a special educational need, you are also invited to make an additional appointment to see Mrs Clarke, our Special Educational Needs Coordinator (SENCO), in order to discuss their progress and how we are meeting their individual needs. It is helpful if you can ensure that times requested with different adults have a short gap between them.

If for any reason you are unable to attend an arranged appointment, please let us know so that we can avoid both other parents and staff waiting unnecessarily and can arrange an alternative date with you.

Thank you for your continued support.

Yours sincerely,



Miss Jo Redman
Headteacher