

# South Bersted CE Primary School

Church Lane  
Bognor Regis  
West Sussex  
PO22 9PZ

Tel: 01243 821678  
office@southbersted.co.uk  
www.southbersted.co.uk



Headteacher: Mr Noel Goodwin

18<sup>th</sup> February 2022

Dear Parents and Carers

## Parent Teacher Consultations

We will be holding this term's Parent Teacher Consultations on the evenings of **Monday 14<sup>th</sup> March** and **Wednesday 16<sup>th</sup> March**. This will be an opportunity to meet with your child's teacher, receive an update on their progress and discuss how you can support your child in achieving their targets.

As usual, we will be offering 10-minute appointments and would ask you to keep within your time to avoid delaying other appointments. If you wish to talk longer to the teacher because of a specific concern, please make a separate appointment.

### How to book an appointment:

All appointments will be managed via 'Parents Evenings' within ParentMail. You will need to book your own appointment which must be done via your ParentMail account. This can be from a smartphone, tablet or computer. **The booking system will go live at 7.00pm today, Friday 18<sup>th</sup> February.** Please select the Parents Evening option within ParentMail to make an appointment. If you need help with making a booking, please contact the school office or visit the ParentMail help site: [ParentMail Help](#).

If you have any concerns or questions about additional provision, special educational needs, or progress, please arrange a meeting with Mrs Greatorrex via the school office.

### Entering and leaving the building:

In keeping with our safeguarding procedures; we will be locking the main playground gate at 3.25pm as normal. Therefore, parents arriving for a parent teacher consultation should enter the building via the main entrance and sign in. This will provide us with a clear indication of who is in the building in the event of an emergency. Would you kindly exit the building the same way remembering to sign out as you leave.

### COVID-19 measures:

Please take the measures which you feel comfortable with. If you would like to wear a face covering please do so. Within the classrooms, windows will remain open for air flow and there will be distance between yourself and the class teacher.

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### Years R to 6 - Your child's work:

If you wish to arrive a little early, you will have an opportunity to view the corridor displays and your child's work, which will be available to look at in the following areas:

Year R and 1	Inside the classroom
Year 2	Library area
Year 3 to 6 (Key Stage 2)	Middle area, KS2 building

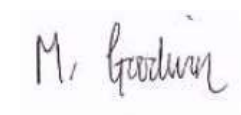
### Interim Reports:

During the meeting, your child's Class Teacher will also share your child's Interim Report with you. The Interim Report identifies next steps for your child. The report also states your child's attendance up to the end of this half term. Please note that your child's attendance may be lower than expected if they have tested positive for COVID-19. If during the academic year your child has had COVID-19, once they test positive this is recorded as an 'I' code for illness.

### Governors:

Some of our Governors may also be present around the school during both sessions for you to talk to, if you have any questions you would like to ask or comments you would like to share.

Yours sincerely



Mr Noel Goodwin  
Headteacher

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