

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

16 October 2023

Dear Parents and Carers,

Parent Teacher Consultations

We shall be holding this term's Parent Teacher Consultations on the evenings of Monday 6th November and Wednesday 8th November. This will give you an opportunity to meet 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 ten-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.

Appointments will be bookable on MCAS which will open on Monday 16th October at 4pm and close on Thursday 2nd November at 10am. Please see the link below for further information on how to book your appointment.

<https://docs.bromcom.com/knowledge-base/how-to-book-parents-evening-appointments-using-mcas/>

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

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.

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

West Sussex County Council



Governors may also be present around the school 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

West Sussex County Council

