

South Bersted CE Primary School

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Headteacher: Mr Noel Goodwin

23 January 2024

Dear Parents and Carers,

Parent Teacher Consultations

We shall be holding this term's Parent Teacher Consultations on the evenings of Monday 19th February 15.30 – 17.00 and Wednesday 21st February 15.30 – 19.00. 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.

How to book an appointment:

Appointments will be bookable on MCAS which will open on Tuesday 23rd January at 4pm and close on Sunday 18th February at 6pm. 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 Greateorex, 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.

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

Interim Reports:

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 will also state your child's attendance up to the end of this half term.

Dedicated Schools Team:

A member of the Dedicated Schools Team will be present on both evenings from 15.30 – 17.00 if you have any concerns regarding your child that you would like to discuss. If you would like to arrange an appointment please Dojo the office.

Governors:

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

