



22nd October 2020

Dear Parents and Carers,

I am writing to you with regards to the upcoming parent consultations. These consultations are important meetings where you will have the opportunity to have an over the phone meeting with your child's class teacher. Teachers will discuss how your child has re-settled back into school life, inform you of your child's progress and address ways in which best to support your child both at school and at home.

The Educational Endowment Foundations (An organisation supported by the Department for Education) states, 'Parents play a crucial role in supporting their children's learning, and levels of parental engagement are consistently associated with children's academic outcomes.' With this in mind, may I take this opportunity to remind all parents/carers that it is our expectation that you will be available for these meetings in order to support your children with their education and learning.

We are asking each family to complete the Google Form: <https://forms.gle/XjsL56WvsBUkAxV87> to select their preference for an appointment time. We will use this information to allocate a time, within one of your preferred slots, for your child's class teacher to phone you to discuss their progress. A print out of the times allocated will be displayed in Mrs. Scott's window from Tuesday 3rd November. If you are unable to be available for any of the slots please email the school office on office@polesdenlaceyinfant.surrey.sch.uk and they will pass this on to the teacher who will contact you to find an alternative time and date.

During your booked slot, teachers will phone you on the number that you provide, via the Google form, for a 10-minute meeting. They will call you, either from the school number or from a phone which will display 'No caller ID'. Please make sure that you are able to take the call as soon as they ring. This will ensure that all parents can have their appointment at the allotted time.

Please complete by Monday 26th October by 9pm as places will be allocated during the half term week. I am sure that you will find the parent consultations useful in finding out more about the progress that your child is making and how you can continue to support them.

Kind regards,

A handwritten signature in black ink that reads 'Rebecca Mole'.

Rebecca Mole
Headteacher

Head Teacher: Ms Rebecca Mole