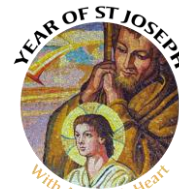




St Joseph's Catholic Primary School  
Diocese of Clifton

Inspiring everyone to **REACH** through  
**Faith, Hope, Love**



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**Acting Head Teacher: Mrs Clare Howells**

14<sup>th</sup> February 2023

Dear parents/carers

**Parents Evening Tuesday 7<sup>th</sup> and Wednesday 8<sup>th</sup> March 3.30-6.30pm**

Parents evening will soon be upon us, the second week after half term. For the first parent's evenings this year, we offered a choice of remote or face-to-face meetings. However, staff found that technical issues (from home) caused several meetings to have a delayed start which impacted on their appointments for the evening or in the worse cases needed to be re-arranged (into an already fully booked second evening). Your children love to show you their books and what they have been learning about. It also gives you the opportunity to see their classroom so ideally you will all be able to come into school and look at your children's books. We obviously want to enable as many parents as possible to attend parents evening so if you need to request a remote parents evening appointment please only do so if **absolutely necessary** by emailing the school office. We also have the scholastic book fair in school that week so it will give you the opportunity to look with your child if you would like to.

Just a few polite reminders:

When you arrive at school, please come into the hall and let me know that you have arrived for your appointment.

The timings are run off my laptop, once I have asked parent to go to their child's classroom for their appointment, if there is a meeting still taking place, please alert the teacher to the fact that you are there by politely knocking on the classroom door.

The meetings are for parents only, I am happy for your child to remain in the hall with me while you go to meet with their class teacher.

The booking system will go live at **9am on Thursday 16<sup>th</sup> February**. You will receive a link to book via eSchools. When booking your appointments, **please leave a 10 minute gap between** your children's appointments. This enables you to get to the next teacher on time and helps the evenings to run smoothly for our teachers.

Thank you for your support with this.

**Structured Conversations Tuesday 21<sup>st</sup> and Wednesday 22<sup>nd</sup> March 2.45- 3.15pm**

For parents whose child has additional needs and is working on a Myplan, meetings will be held on the above dates to review your child's progress and set new targets. This meeting is in addition to the parents meeting. You will receive a phone call at some point this week from Mrs Freckleton who will arrange a time at your convenience.

Yours faithfully

Clare Howells

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