

'A Caring Christian Family Where We Grow Together'

## Bunbury Aldersey CE Primary School

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RCSAT Executive Headteacher: Mrs Nicola Badger

Principal: Mrs Nicola Badger

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30<sup>th</sup> January 2024

Dear Parents and Carers,

### Parents Evening

Parents' evenings this term will be taking place on **Tuesday 13<sup>th</sup> February and Thursday 15<sup>th</sup> February 2024**. Appointments will be available to book online from **7pm, Monday 5<sup>th</sup> February until 9am, Friday 9<sup>th</sup> February**. Following this, appointments can only be made through the school office.

Teacher appointments are 10 minutes long and bookings for these should be made online via the School Spider. Please contact the school office if you need your login details resending or encounter any problems.

Appointments will be held both virtually and face-to-face on the following days.

**Tuesday 13<sup>th</sup> February will be face-to-face appointments in the school hall.**

**Thursday 15<sup>th</sup> February will be virtual appointments via TEAMS.**

As you will appreciate, it is very difficult to accommodate all individual requests and preferences. We only have a certain number of appointments available on both evenings, so we do ask that if you have a strong preference that bookings are made as soon as possible. There are enough appointments for all parents to see their child's class teacher, however, it may not in some classes be possible to accommodate everyone's preferred style. For both sets of appointments your child's workbooks will be made available to view.

For both virtual and face-to-face meetings we ask that the following protocol is followed:

- It is up to parents to decide if they wish to have their children present with them for the meeting. Parents should be aware however that often this meeting is an opportunity for staff to talk honestly and openly with parents, so it may not be wholly appropriate for children to attend the entire meeting.
- In the event of any IT failure then your virtual meeting will be rearranged if mobile contact cannot be quickly be established. It is up to the member of staff to agree a convenient time for this. The meeting will not be able to overrun on the originally agreed evening due to the knock on impact this has on others.
- The parents meeting will work strictly to 10 minutes. The teacher will make you aware of this and parents are asked to leave the meeting on time. Parents must be ready at their allotted time and ideally a couple of minutes before.
- There is to be no recording of any virtual or face-to-face meetings.
- If you need further time for any reason, then staff are always contactable on other days using email or for a pre-arranged phone call.
- There will always be two staff present at each meeting online.



- If any language or behaviour which is aggressive or confrontational in nature occurs, then the meeting may have to be stopped and the matter handed to a member of the school's senior management team.
- Parents and staff should keep to the discussions around the progress of their child since starting school in September.

### SENSE Day

For parents of children on our Special Educational Needs Register, we have decided in order to reduce repetition, to combine SENSE Day meetings with Parents Evening meetings, therefore, you will **only be required to attend your SENSE Day meeting**. All academic progress, along with your child's SEN Support Plan and targets will be discussed during this meeting which has been extended from 20 to 30 minutes to ensure we have enough time to discuss all of your child's needs. Your child's class teacher along with Miss Snelson, Deputy SEND and Mrs Cliffe RCSAT SEND Manager will attend the appointment.

Our SENSE Day meetings will be held after the half term on the **1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> March** with timeslots available to year groups on a particular day, this is to avoid the least amount of disruption to classes in school. **Please note, appointments made are presumed to be face-to-face appointments** where you can book your preferred appointment within your child's year group timeslot via school spider. **If you require a virtual appointment, we are happy to accommodate this but will need to be made aware so a link can be created and forward to you.**

Bookings for these will open at the same time as Parents Evening appointments (times shown above) but you will only have access to book your SENSE day appointment from the timeslots below.

#### **The appointments will run as follows:**

<b>Friday 1<sup>st</sup> March</b> we will be offering appointments as follows:	<b>Y6 – 9:00am – 4:00pm</b>
<b>Friday 8<sup>th</sup> March</b> we will be offering appointments as follows:	<b>Y5 – 9:00am – 12:00pm</b> <b>Y4 – 1:00pm – 4:00pm</b>
<b>Friday 15<sup>th</sup> March</b> we will be offering appointments as follows:	<b>Y1 – 9:00am – 10:30am</b> <b>Y3 – 11:00am – 1:30pm</b>

**Please note if your child has been added to our SEND Register this term, you will be attending a parents evening on this occasion, however, going forward you will attend SENSE day meetings.**

If you have any questions regarding SENSE day appointments, please direct them towards Miss Snelson who is happy to answer any queries.

Many thanks for your continued support



Nic Badger

Principal of Bunbury Aldersey CE Primary School  
EHT for Rural Church Schools Academy Trust