

Head of School: Mrs Helen Lammin (BSc Hons QTS)

6th November 2023

Dear Parents/Carers

Parents' Evenings

Tuesday 21st November 2023- 3.30pm until 7pm
Thursday 23rd November 2023 - 3.20pm until 5.30pm

This meeting will be an opportunity for you to discuss how your child has settled into their new class and their current progress. A selection of their learning from across the curriculum will be available outside the classroom for you to look at **before** your appointment. We please ask that you then bring the books into your appointment so they can be referred to as needed by the class teachers.

Appointments will be **strictly 10 minutes long** and similar to how SchoolCloud timings were managed, teachers will have a timer on their tables to indicate when the meeting time has ended. Please note, our teachers will then stop the meeting at this time and there will not be an opportunity to continue any discussions. This must be adhered to ensure that all appointments run on time and that our teachers are not late home after a long day at school. If you require any further discussion, then please contact your class teacher via the school office.

If you have siblings in school, please allow a **minimum of 10 minutes** between appointments to allow movement around the site and ensure that you are not delayed for your next appointment.

To book your face-to-face appointments, go to <https://ivylane.schoolcloud.co.uk> (this link will also be on our school website under the Parents Information tab). A short guide on how to book appointments is included in this letter. To login, you will need to use your child's name and date of birth as well as your name and email address. If you experience problems booking an appointment, please contact the admin team in the school office and they will check the correct details are being entered.

To ensure that professional discussions can take place with the teacher, we would ask that your child **does not join you in class at the time of the appointment**. We also kindly request that parents/carers ensure any children on site during Parents' Evening do not disturb other meetings taking place, particularly outside the buildings, due to classrooms being adjacent. The KS2 playground is available for car parking from 3.15pm.

During parents' evening, Mrs Burton will be based in the chatterbox. SEND parents/carers are welcome to pop in and speak with her if she is available. Mrs Burton will attend some parent meetings with the class teachers, at the teacher's request.

Appointments are available to book immediately and the deadline for bookings will be Friday 17th November. Should you wish to make any changes after this date, please contact the school office. **Unless you are part of a split family, please ensure that only one parent/carer books an appointment with the teacher.**

I will be available on both nights, if required. Additionally, if you would like to have a chat with our Pastoral Manager, Mrs Adams, please email her on pastoralmanager@ivy lane.wilts.sch.uk and she will get back to you.

If you have any queries, please do not hesitate to contact the school office and the admin team will be more than happy to help.

We look forward to welcoming you into school and value your support.

Yours sincerely



Mrs H Lammin
Head of School

