Pickwick Academy Trust

Ivy Lane School

Ivy Lane, Chippenham,
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Headteacher: Mrs Helen Lammin (BSc Hons QTS)

19th October 2026

Dear Parents/Carers

Parents/Carers Evenings

Tuesday 10th November 2026: 3.30pm – 7.00pm
Thursday 12th November 2026: 3.20pm – 5.30pm

This meeting will be an opportunity for you to discuss how your child is progressing 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 the teachers will have a timer on the table to indicate when the meeting time has ended. Please note, the 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. If you require any further discussion, then please contact the teachers via the school office.

You can book your appointment by logging onto your Arbor Parent Portal.

Bookings will be open from 5.30pm on Monday 19th October and the deadline to book is 12 noon on Monday 9th November. Below you will find a link for a guide on how to book. If you experience problems booking an appointment, please contact the admin team in the school office.

The system has been set up to only allow one appointment per child to be booked, therefore, if you are part of a split family and have problems booking, please contact the school office.

Booking-Guardian-Consultations-Parent-s-Evenings-on-the-Parent-Portal-or-Parent-App

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 these appointments 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.

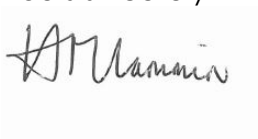
During parents' evening, Mrs Stranks will be based in the chatterbox room opposite the school office. SEND parents/carers are welcome to pop in and speak with her if she is available. If there are lots of parents/carers waiting to meet with Mrs Stranks, she will need to adopt the same 10 minute appointments as the teachers.

I will be available on both nights, if required.

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
Headteacher