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Head of School: Mr Adam Potter

Tuesday 21st February 2023

Spring Term Progress Meetings

Dear families,

It is time for our second round of progress meetings with your child's class teacher. These meetings are designed to enable you to find out how your child is getting on and give you opportunity to ask your child's teacher any questions you may have.

We are going to run these slightly differently this time in order to give all parents, carers and families opportunity to meet with their child's teacher, either in person or over the phone.

You will be able to book afternoon meetings through the **MCAS app** from tomorrow on the following days:

Monday 6 th March 2023	Year 3 ONLY (1pm – 3:30pm)
Tuesday 7 th March 2023	Year 4 ONLY (1pm – 3:30pm)
Wednesday 8 th March 2023	Year 5 ONLY (1pm – 3:30pm)
Thursday 9 th March 2023	Year 6 ONLY (1pm – 3:30pm)

Unfortunately, you will not be able to take your child early on these days.

In addition to this, there will be an evening session **for all year groups**:

Tuesday 14 th March 2023	ALL YEAR GROUPS (3:30pm – 6pm)
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Please note you only need to book one appointment either on your child's year group day OR on Tuesday 14th March 2023.

If you would like an appointment over the phone instead of face-to-face, please book on the MCAS app as normal but phone Mrs Studd in the office on 01977 643187 to share the best contact number with school and request a phone appointment.

If you have selected a phone call appointment, your child's class teacher will ring you at the specified time and this will come up as an 'Unknown Caller' as the number will be withheld. They will try to ring you twice. If you miss the calls, they will be in touch to rearrange the meeting.

There will be feedback sheets for you to fill out at school or online about these meetings so we know what is working well and what we could do better next time.

Thank you as always for your ongoing support and we will look forward to meeting with you on the above dates.

Mr Adam Potter
Head of School