



## Bishop Wood C of E Junior School

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Mr G Stanley, Headteacher

Monday 12<sup>th</sup> February 2024

Dear Parents and Carers,

### **Re: Parents' Consultation Appointments**

Parental consultations to discuss your child's learning and progress are taking place this term.

**The consultations will be conducted using face to face appointments in school.**

Class teachers will be available on the following days between the hours of 4.00pm and 7.00pm. Each appointment will last for a maximum of 10 minutes.

Monday 11 <sup>th</sup> March	All staff
Wednesday 13 <sup>th</sup> March	All staff

Class teachers will also be available on the following days during their PPA time. Each appointment will last for a maximum of 10 minutes.

Tuesday 12 <sup>th</sup> March: 9.30am – 12.00pm	Mr Hall (4H) and Mrs Anechite (4A)
Tuesday 12 <sup>th</sup> March: 1.30pm – 3.30pm	Mrs Clarke (6C) and Mrs McGhee (6M)
Thursday 14 <sup>th</sup> March: 9.50am – 12.00pm	Mrs Ing (3I) and Miss Stevens (3S)
Thursday 14 <sup>th</sup> March: 1.30pm – 3.30pm	Mrs Harland (5H) and Mrs Day/Mrs Reeve (5DR)

We are once again using an electronic booking system. Appointments are available to book using the following link:

<https://bishopwoodschool.schoolcloud.co.uk/>

You will need to click on the link or enter it into a browser, complete your details and those of your child/children. These details must match those held on our database – eg. If your child prefers to be known by a shortened version of their forename then this is what you will need to enter.

All SEN pupils are offered a longer 20 minute meeting with the class teacher and Mrs Guest (SENCO). These meetings are taking place on the following days and times:

Tuesday 5 <sup>th</sup> March	9am – 3pm
Wednesday 6 <sup>th</sup> March	9am – 3pm
Thursday 7 <sup>th</sup> March	9am – 3pm
Friday 8 <sup>th</sup> March	9am – 3pm

**For these meetings, please email Mrs Guest directly by Friday 23<sup>rd</sup> February using [senco@bishopwood.herts.sch.uk](mailto:senco@bishopwood.herts.sch.uk) with at least three alternative dates and times – your appointment will be confirmed by a follow up email or text.**

All pupils who are Pupil Premium (including Free School Meals, Ever 6 or Looked After) can choose either a 20 minute meeting with the class teacher and Mrs Guest (SENCO), or a shorter 10 minute meeting with the class teacher only. If you choose the longer meeting the details on how to book are the same as for the SEN appointments. If you would like a shorter slot, then please book using the electronic booking system.

**The appointment system will be going live today at 9pm – this is when you will be able to access the system and book your appointments. The system will close on Sunday 10<sup>th</sup> March at 11pm – after this time you will not be able to book any appointments.**

If you have any problems, then please contact the office for support.

Yours sincerely,

Debs – Office Manager

