

Headteacher

Mrs Elspeth Geden BA (Hons), MA (Ed)

Deputy Headteacher

Mrs Sarah Stewart BA (Hons)



MONTBELLE
PRIMARY SCHOOL

Thursday 12th March 2020

Dear Parents and Carers,

We will be holding our Parents' Evening meetings for the 2019-2020 Academic Year on **Tuesday 24th March** and **Thursday 26th of March**. The meetings are designed to share information about the progress your child has made within the year so far, to discuss their current attainment and to agree targets for the remainder of the year. It also provides parents with the opportunity to raise any questions they might have with the class teacher. All meetings are scheduled to be ten minutes in length, to ensure that all parents can be seen within the allocated time and teachers will keep to these timings. However, please be reassured that if there are still concerns to be addressed, teachers will offer to arrange an additional time to meet and discuss the issues further. Likewise, if your child has a SEND plan, a further appointment will be offered to review the plan.

Mrs. Stewart and I will be available during parents evening and if you would like to make an appointment to see one of us, please email admin@montbelle.org.uk. We will endeavor to fit in with the time you have booked with your class teacher. Mrs. Bowman, in her role as SENDCo, will also be available so should you wish to see her, please indicate this when you book your appointment. We will do our best to accommodate your request.

All appointments must be booked via the parent mail app and you can access this from 5pm Monday 16th March until 5pm Sunday 22nd March 2020. If you have not booked by this time an appointment will be allocated for you.

The school has used this system previously and we think that you found this a much more convenient way to book your Parents Evening appointment. However, as always, your patience will be appreciated with this system and please come and see us in the school office should you experience any difficulties.

Yours sincerely,

A handwritten signature in blue ink that reads "Elspeth Geden".

Elspeth Geden

Headteacher