



5th November 2021

RE: Parent teacher meetings

Dear Parents/Guardians,

Our parent-teacher meetings are an important opportunity for you to hear how your child have settled into their new year group. To make sure we have enough time to meet with every parent every child, the school will close at the earlier time of 3:00pm, with pick up between 3:00pm and 3:10pm on the following days:

- Tuesday 16th November
- Wednesday 17th November
- Tuesday 23rd November
- Wednesday 24th November

Our Autumn term meetings will be held on the dates above for all parents from reception to year 6. The meetings will be 10 minutes long and will focus on:

- How your child has settled in so far this term.
- Next steps
- Homework
- Parent communication

These consultations are not for detailed conversations about pupil progress. We will be in a stronger position to discuss this during our parent-teacher consultation in Spring. To book a time please click on the link and read the guidance below:

<https://outlook.office365.com/owa/calendar/ArkJohnKeatsAcademy@Arkschools.onmicrosoft.com/bookings/s/5UzWILy30-wAudjNlt6A2>

- Once you have clicked on the link, **find your child's class and teacher**, and select an ideal time from the slots available.
- Fill in all the necessary details before finally clicking on the 'book' tab at the bottom of the page.
- Slots will be taken on a first come first serve basis.
- Please remember to add a mobile number in case all technology fails!
- Please support teachers in sticking to time by making sure you're available for the time you have booked.
- Please make a booking by Wednesday 10th November. This will enable teachers to be as prepared as possible.

If you have any questions, please contact your child's teacher on Class Dojo.

Kind regards,

Olamide Ola-Said
Primary Headteacher