



Saltford
CofE Primary School

Saltford CofE Primary School
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Headteacher: Dawn Sage
Chair of Governors: Paul Cummings

28th February 2024

Dear Parents and Carers

Parents' Evening Thursday 21st March and Monday 25th March 2024

I would like to invite you to attend our face-to-face Parents' Evening on Thursday 21st or Monday 25th March. This is an important evening as we are now more than half way through the year and planning for the next academic year. The 10-minute appointment will provide you with an opportunity to speak with the class teacher/teachers. Our online appointment booking system allows you to choose your own appointment time(s) and you will receive an email confirming your appointment.

One of the challenges previously raised by parents was keeping appointments to time so everything runs smoothly. We will be taking steps to ensure that appointments run to time on the evenings, one of which is that you will not be able to book consecutive appointments, but will have a one-appointment gap to allow movement around the school, etc.

A crèche service will be available to look after your **school-age children** as parent/teacher meetings work best if your child is occupied whilst the meeting takes place. For details and to book a place click [here](#). Please note we staff the crèche according to numbers booked so a space will not be available if it has not been booked using this Microsoft Form.

Mrs Godwin, the Inclusion Leader, is available to speak with parents. If your child receives SEN support you will be able to make appointments with Mrs Godwin, should you wish to speak with her. ***There is no need to make an appointment unless there are any outstanding matters relating to your child's SEND to discuss. Please note that Mrs Godwin is not able to comment on your child's progress, SEN provision or plans – these are within the remit of the class teachers.*** If you do make an appointment, please ensure it is booked **after** you have spoken to the class teacher.

Should you wish to make an additional appointment with Mrs Sage, please contact the school office to arrange this.

Appointments can be made **from Thursday 29th February at 9.00 am and will close on Monday 18th March at 9 am.** Should you wish to make any changes after this date please contact the office.

Please visit <https://saltford.parentseveningsystem.co.uk> to book your appointments.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs D Sage
Headteacher