



St Mary's C of E Primary School

'Learning for Life'

October 2018

Dear Parents / Carers

Family Consultation Meetings: Tuesday 6th November (3.30pm – 6.30pm) & Thursday 8th November (4.00pm-7.00pm)

Family Consultation Meetings for Moles to Year 6 classes will be held on Tuesday 6th November from 3.30pm to 6.30pm and Thursday 8th November from 4.00pm to 7.00pm. Mrs Tearle (Panthers Class) will be on Wednesday 7th November & Thursday 8th November. The intention of the meeting is for you to be able to discuss achievements and progress. Our SENCO Mrs Gorton will be available on both dates to meet with parents of pupils who have Statements or SEN support. Our Learning Support Teachers will also be available to meet with parents: Mrs O'Connor (Yr 3 & 5) on Tuesday 6th November and Mrs Hills (Yr 4 & 6) on Thursday 8th November. If you would like to speak with Mrs Chambers, she will also be available on these evenings.

We have a Parents Consultation booking system which is aimed at enabling you to book an appointment that suits you. This is accessed through our Scopay Parent Pay portal (our online payment system for trips and school dinners). The online code letters have been sent out to all new parents. Parents will need to register before being able to make your appointment.

Please note that although at present the online system does not allow us to specify sibling families, we intend to follow the same format as in previous years, i.e. families with siblings (1 or more child) are able to book in advance as opposed to non-sibling families. This is to ensure that parents making more than one booking are able to book consecutive time slots. Please ensure you keep to these guidelines. Non sibling parents who do not adhere to this rule and continue to book an appointment on the 'sibling' days will be removed from the appointment page and given the opportunity to rebook from 19th October.

SIBLINGS ONLY SIGN UP DAY: from 6am Wednesday 17th October onwards

OPEN TO ALL (INCL NON SIBLINGS) SIGN UP DAY: from 6am Thursday 18th October onwards

Please note bookings will close 12 noon on Friday 2nd November - no appointments can be made after this time

If you do not have access to a computer, you are welcome to visit or call the school office to make a direct appointment with the admin team between 2.30pm and 3.00pm from Monday 29th to Thursday 1st November.

To gain access to the online booking system, please visit our school website www.stmarys-byfleet.surrey.sch.uk and click on the Parent Tab where you will find a link to the parent pay portal.

On the evening of your appointment, Foundation Stage and KS1 parents are requested to wait in the KS1 foyer. Foundation Stage meetings will be held in Moles classroom and KS1 meetings are in Panthers classroom. KS2 parents are requested to wait in the small hall and meetings will be in the main hall.

Each meeting will last for 10 minutes to enable the teachers to fit all of the appointments in during the evening and a bell will sound to signal each 10 minute interval. Should you need more time for your discussion, you can make a further appointment with your child's teacher on another day.

Parking will be available on the playground on Tuesday and Thursday from 5.00pm onwards. Parking is not permitted on the playground before this time due to the safety of children leaving the school premises or in the staff car park. Please note teacher led clubs will not be held on the meeting dates. The Hive will be open as usual.

Pedestrian entry will be via the Rectory lane field gate until 3.45pm on each date and the Hart Road gate entrance will be open throughout the duration of these evenings.

We look forward to seeing you all soon at our Family Consultation Evenings.

Yours sincerely

Mrs J Chambers
Head Teacher