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| Your Ref: Our Ref: Date:  | **St Ninian’s Primary School** 348 Lochside RoadDumfriesDG2 0EL |
|  | Any enquiries please contact**Mrs P Fisher, Head Teacher**Direct Dial 01387 720364E-mail soffice426@ea.dumgal.sch.uk |
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Dear Parents/Carers,

This term we have been reviewing the way in which we report learner’s progress. As a result we have decided to include learner’s themselves in the conversations we have about their progress. This approach demonstrates partnership working and ensures that learners are more effectively supported through-out their educational journey.

Appointments will be offered on Tuesday 28th March 2017 and Thursday 30th March 2017. You will be asked to select a preference. The appointment will involve parents/carers, pupils and class teachers. If you would like an appointment with the Additional Support for Learning Teacher we ask that you contact the office to request this.

Attached to this letter is further information which, I hope, will tell you much more detail about the planned Learning Conversations.

Kind Regards,

Mrs Storey

What is a Learning Conversation?

* A learning conversation is a discussion, between yourself, your child and your child’s teacher.
* The conversation will talk about your child’s achievements and their next steps, in the form of targets.

Why does my child need to come along?

* Your child is responsible for their learning, whatever their age. In school we regularly discuss targets and identify next steps to help us achieve those targets. Pupils reflect on how well they are doing and how they can improve.
* If it is not possible for your child to come along please contact the school office to discuss this, before the Learning Conversation appointment.
* It is important that we all work together to support your child in achieving their potential.

What about my other children?

* During each appointment your children will remain with you. Children should not be left outside a classroom, or anywhere else in the school.
* Each class will have some drawing materials for your other children to use. Feel free to bring along something to entertain your children.

What if I wish to discuss a matter without my child being present?

* Any matters, including personal or family information, which you would like to discuss without your child being present, can be raised at any time through-out the school year. Please make an appointment at the office. The learning conversations will focus on your child’s learning.

What will happen before the Learning Conversation?

* A letter will be issued asking you to select a preferred appointment. Please return this promptly to allow us to allocate times. A letter will be issued offering you a date and time for an appointment.
* Talk to your child about their learning and ask them about what they think they need to work on.

What happens during the meeting?

* We will discuss your child’s progress.
* Everyone will have the opportunity to talk about learning successes and how to move forward. Targets for Literacy and Numeracy will have already been completed. Health and Wellbeing targets will be identified during the Learning Conversation.
* There will be the opportunity to ask questions.
* The meeting will last no longer than 10 minutes.

What will happen after the meeting?

* A copy of the Learning Conversation will be sent home for you to keep.