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LOUDOUN-MOUNTGOMERY PRIMARY SCHOOL & EARLY YEARS
Head Teacher: Paul Bleakley
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Date: 01.10.22

Loudoun-Montgomery Primary School

Finalised Parents' Night Arrangements - Thursday 3rd November 2022

Dear Parent / Carer,

Thank you for requesting an appointment time to meet with your child's class teacher on Thursday. We look forward to you attending our first in-school Parents' Night in 3 years!

We ask that you access the school through the main entrance, at least 10 minutes before your appointment time. Please then register your arrival with the staff member at the entrance to our gym hall. **This member of staff will pass to you your child's current Literacy, Numeracy and Health & Wellbeing Target sheet.** This sheet is set out in a similar format to the one we have used over the last 2 years. Your child's tray will be awaiting you within the hall. **Please take a seat within the right-hand side of the hall** and use the time to look through your child's tray and review their Learning Targets.

Close to your appointment time you will be invited by the member of staff at the entrance to the Open Area to make your way to your child's classroom – please take their tray and target sheet.

Pupils are welcome to attend. Depending on your preference they can sit with you during the appointment or can access the **staff supervised area within the left-hand side of the hall.**

After you are invited to enter the open area, please take a seat opposite your child's class and then the teacher will invite you into the room.

We require to strictly keep all appointment times to 10 minutes, to ensure all parents are able to meet their child's teacher.

At the end of your meeting you can pass your child's tray to their teacher or you can return to the main hall to continue to look through their work.

On returning to the hall we ask that you complete the Parent & Pupil Comment sections of your child's target sheet. If your child is not attending with you then a member of staff will support them in completing their section on Friday. Before leaving the hall we ask that you post your child's target sheet in the 'Post Box' on the table where you collected their tray. We will then photocopy your child's target sheet, with comments, and issue a copy to you in the coming days.

We are greatly looking forward to Thursday's face-to-face meetings, our first since November 2019. Telephone and MSTeams connections have served us well over Covid, but getting back to face-to-face conversations I am sure you will agree are much more preferable.

Yours sincerely,

A handwritten signature in black ink that reads 'Paul Bleakley'.

Paul Bleakley
Head Teacher