



**Saltford**  
CofE Primary School

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

18<sup>th</sup> October 2023

Dear Parents and Carers

### **Parent Consultation Evening Thursday 16<sup>th</sup> and Monday 20<sup>th</sup> November 2023**

I would like to invite you to attend our face-to-face Parents' Evening on Thursday 16<sup>th</sup> or Monday 20<sup>th</sup> November. The 10-minute appointment will provide you with an opportunity to speak with the class teacher/teachers and there will be an opportunity to view your child's work outside of the classroom prior to the appointment. Our online appointment booking system allows you to choose your own appointment time(s) and you will receive an email confirming your appointment.

To ensure appointments run to time, you will not be able to book consecutive appointments, but will have a one-appointment gap to allow movement around the school.

In addition to the consultation evenings, we will again be enabling parents/carers to come onto site to look through their child's work with them via access afternoons and you will receive information on this later in the school year. The dates for these sessions are Monday 5<sup>th</sup> and Tuesday 6<sup>th</sup> February at 2.45 pm.

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](#)

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 Friday 20<sup>th</sup> October at 9.00 am and will close on Wednesday 8<sup>th</sup> November** at 4.00 pm. 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. (A short guide on how to add appointments is included with this letter.)

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