



22<sup>nd</sup> February 2023

Dear Parent/Carers,

**Parent Consultations:     Wednesday 22<sup>nd</sup> March - 15:30 - 18:00**  
**Thursday 23<sup>rd</sup> March - 16:00 - 19:00**

We are very pleased to confirm the arrangements for Parent consultations this year. Consultations will take place over two evenings as detailed above with time slots of ten minutes per child. Both sessions will take place in the hall; there will be chairs for you to wait for your appointment with your class teacher. During this time, you will be able to look at some of your child's class books. In order to allow every parent equal opportunity with their class teacher, appointments will be run **strictly to ten minutes**; a bell will signal the end of one session and the start of the next in order to support everyone.

If you need extra time with your child's teacher in order to discuss any more detailed concerns that you may have, this can be arranged at a mutually convenient time after school or via TEAMS.

Parent Interview appointments can be made from 4pm Monday 27<sup>th</sup> February and close at 3.30pm Friday 17<sup>th</sup> March. You will be able to log on to the system at <https://kingsnorthcep.parentseveningsystem.co.uk> in order to book your own appointment. Please see the attached parent guide on how to book your appointment.

On the evening of the appointments, parents will be invited via the main reception area and asked to sign in. From here you will be guided to your child's bundle of books in the reception/library area and invited to take a seat in the main hall to read through your child's books from this academic year.

Your child's teacher will call you at the time of your appointment in the hall.

This will be an adult only event, however, a very small crèche facility will be available.

**We thank you in advance for your cooperation for keeping to the appointment times.**

Yours sincerely

Iain Witts

Executive Headteacher