



Headlands Community Primary School

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Monday 6th February 2023

Parents Evening Spring Term 2023

Dear Parents/Carers,

We would like to invite you to an appointment to discuss your child's attainment and progress, and highlight areas which we can work on together.

You are able to book a **ten minute** appointment using our online booking system. In order for this to work effectively, we all need to stick to times. If after the ten minute time slot, you still have additional questions, these will need to be emailed to the school office for the class teacher to address at a different time.

Please arrive at school for the designated start time and if you are early, **please wait outside** the school building to avoid congestion in our narrow corridors.

Key Stage 1 parents are asked to enter and exit via the KS1 playground entrance, Key Stage 2 parents may enter and exit through the main school entrance. For EYFS appointments please enter and exit through the EYFS door from the KS1 playground.

Our Spring Term Parents Evenings are as follows:

- **Wednesday 22nd February 2023**
- **Tuesday 28th February 2023**
- **Thursday 2nd March 2023**

You will receive one invitation per child via email this week to book an appointment with your class teacher and **bookings will be closed at 9.00am on Monday 20th February** These invites will be sent to the primary mobile contact of each child.

Please follow the instructions to select a **ten minute appointment**. A message will subsequently be sent to confirm your booking. If you have any problems, please make an appointment with the school office and they will help you with this process.

Please may you allow at least 15 minutes between sibling appointments as this will help us keep to timings.

Best wishes,
Ruth Ellis