



Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: headlands.primary@york.gov.uk

Monday 23rd October 2023

Parents Evening Autumn 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.

For children in Year 1-6 writing and maths books will be placed outside the classroom. If you wish to view the books, please arrive five minutes beforehand. At your designated appointment time, please take your child's books into the classroom and hand them over to the teacher. As work is continuously shared on Seesaw in EYFS and due to the practical nature of the setting, there will be no books to view, so please arrive at your appointment time.

For EYFS appointments please enter and exit through the EYFS door from the KS1 playground. Key Stage 1 parents are asked to enter and exit via the KS1 playground entrance and Key Stage 2 parents may enter and exit through the main school entrance. To avoid congestion in our narrow corridors, we would politely request that you wait outside the school building until your allotted time.

Our Autumn Term Parents Evenings are as follows:

- **Wednesday 15th November 2023**
- **Tuesday 21st November 2023**
- **Thursday 23rd November 2023**

Later this week, the **primary contact for each child** will be sent an email with details of a new account that has been created for you. **To access the portal**, click on the link in the email and create a password. Your username will be your email address. Another email will be sent to let you know the **booking window is open**. To access this event, click on the link in the email and log in using your account details. The parent evening booking system will be closed on Wednesday 8th November 2023.

***The attached leaflet explains the process of how to get registered and make your booking.**

The teacher leading each session will be named. For example for Year 56 Green Mrs Long will undertake 15.11.2023 and 21.11.2023, and Mr Unsworth will undertake 23.11.2023.

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