



Cottesmore St. Mary

Catholic Primary School

THE DIOCESE OF ARUNDEL AND BRIGHTON



Headteacher: Rachel Breen

Parent Consultation Meetings
3.20pm - 6pm on Thursday 15th and Monday 19th October

Dear Parents / Carers,

Parent consultations will be offered in the form of a phone consultation or face to face. **Our school Ping online booking system (providing it is still working by then!) will be active for you to make appointments from 1pm Wednesday 23rd September. We ask that all bookings are made by 9am Monday 5th October. If you find you have any difficulties booking an appointment, please get in touch with the school office.**

As usual, each consultation will last up to 10 minutes. Teachers will be required to follow tight time keeping in order to accommodate every family. Should the 10 minute meeting identify a matter that needs further discussion, please liaise with the class teacher so that a further meeting can be scheduled.

You have the option of a face to face meeting or a phone consultation. **When booking, please state which you would prefer on the comments section of the booking form. If you leave the section blank, we will assume that you want a phone consultation. Only those who have recorded that they would like a face to face consultation will have books left outside the classroom to be looked at.**

If you would like a face to face meeting please request this at the time of booking by writing 'face to face' in the comments section of the booking form. If you arrive to your child's classroom late, you will only be allocated the remaining time left from your 10 minute allocation. Please allow enough time to sign in at the office and to be escorted to your child's class – this may take some time if there are several parents arriving at once. If you do not register that you want face to face, it is unlikely that we will have the office capacity to escort you through the building so you may then have to have your meeting via phone.

If you select a phone consultation, when booking, please state the best number to contact you on the comments section of the booking form. Please note that teachers will call from private numbers so please do answer any such calls at your designated time. Should there be no answer, teachers will try again a minute or so later but, after that, the slot will be missed. We are sorry to say that if people pick up on the second time a call is made, they will only be able to receive the length of time left in their allocated slot, therefore may not receive the full 10 minutes. If you miss a call, there will be no one to answer the office phones should you try to call back.

In addition to the Parents evening consultation, you have the option of also receiving an Interim Report, which will identify your child's level of attainment, whilst also noting progress and future targets for core subjects. The contents of these will always be discussed verbally regardless of if a hard copy has been requested or not. **Should you require a hard copy, we ask that you email your child's class teacher by 9am Monday 5th October.** This will be discussed verbally in the meeting and a copy emailed to you after your consultation meeting.

Mrs Mullans will provide extra meetings for parents of children with additional needs / SEND. Please email her directly to book your appointment, for Monday 19th October annamullans@cottesmorestmary.org These are meetings in addition to meetings with class teachers.

The teachers look forward to working in partnership with you. Many thanks for your ongoing support.

Rachel Breen, Headteacher

