

Sutton Valence Primary School

Headteacher
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2nd October 2019

Dear Parents and Carers of Year 4 pupils,

Prior to my letter of last Friday with regards to teacher absence in Year 4, we had already sent out a parents evening letter earlier in the term. The parents evening letter was for meetings to take place next week on the 8th and 10th October.

However, as the class teacher is currently not here then it is not feasible, at the moment, for these appointments to go ahead as planned.

The October appointments are based around:

- how a child has settled into the year group,
- the level of work that they are achieving in relation to the amount of effort that the child is applying,
- about any concerns at home that may impact upon learning that you wanted to share
- the year ahead

I would like to change these dates to later in the term for this class. It would be very unusual to ask the cover teacher to take these - but I will do this as she will be working daily with your child. Therefore I am proposing that we transpose the appointments already made for October 8th to be moved to November 19th and those for October 10th to November 21st. These are the first appointments that I can make in the school diary without the school disco, training, half term, and Governor meetings getting in the way. I am sorry if this causes upset to your plans but the amendments will be best for your child and conversations we hold moving forward.

Between now and the proposed dates above, there are two Drop-In Thursdays scheduled should you have any concerns with regards to your child's learning. These are on October 31st and November 14th. If you have concerns where you wish to share something prior to the parents evening appointments then please do make contact with a member of the leadership team - myself, Mrs George or Mrs Parsons - who will support any such concerns.

Yours sincerely,

Miss M Terry
Headteacher

