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An Oxford Diocesan School

Headteacher
Mrs E Kilner BA(Ed)

30 January 2017

Dear Parents

Parent/Teacher Discussions Years 4, 5, and 6

Parent/Teacher discussions will take place this term on

- * **Tuesday 7 February 2017** **3.30-6.30pm**
- * **Wednesday 8 February 2017** **5.00-8.00pm**

All discussions will be private, so parents are asked to wait outside the classroom where their children's books and topic folders will be available for viewing.

In our planning we have allowed about 10 minutes for each discussion. Teachers will try to keep to the timetable that will be displayed outside the classroom, but if you need to discuss something in much greater detail, please make another appointment. This will avoid the frustration felt by parents waiting long after their interview appointment time to be seen.

This year we are once again using the online booking service to make the process easier for parents to book appointments on the days and times they require. The online booking service will be **from 12pm (noon) on Tuesday 31 January 2017**. If you have difficulty booking online, please ring the school office or send a letter to the office. **Please note: only the person listed as Priority 1 in our database can make appointments.**

Your login details remain the same as for previous years (i.e those you used to book clubs).

The main objective of all Parent/Teacher discussions is the open exchange of information between home and school which will help us all to plan most effectively to meet the future needs of the child. With this in mind, the teachers of our older children would like to offer parents the opportunity to **include** their child in these discussions on Parents Evening. Staff value greatly the concept of ownership by the child in the setting of objectives for the coming year and the support/actions needed to achieve them. We consider that if the child is able to share all or part of the discussions on Parents Evening then we will be in the best position to encourage that ownership. There may be discussion areas which staff or parents feel may need to be addressed separately without the child present.

Yours sincerely,

Mrs E Kilner
Headteacher

