

Burscough Village Primary School

Colburne Close, Burscough, Ormskirk, Lancashire L40 4LB Tel: 01704 895 403 Fax: 01704 895 946 Headteacher: Miss Anna Smith

6th November 2023

Dear Parents/Carers,

The Autumn Term Parents' Evenings will be held on Monday 20^{th} November $2023 - 3:45pm - 7:00pm & Wednesday <math>22^{nd}$ November - 3:45pm - 7:00pm. Please note that Year 3 and Year 4 teachers will only have appointments available on Wednesday 22^{nd} November, further appointments will be made if parents/carers are unable to attend on this date or if all the sessions are full. Please make an appointment for one of the sessions.

Further to the letter dated 30th October, Mrs Beevers will be available Wednesday 22nd November - 4:15pm – 6:45pm to meet with parents/carers to discuss your child's special educational needs (SEND). Due to the increased number of children with additional needs, it is difficult for Mrs Beevers to speak to parents during the school day. She is also completing her Masters, which is compulsory for SENCO's and she does have a full time teaching role. If you have not had the opportunity to speak to Mrs Beevers this term, we would encourage you to make an appointment.

We will be allocating ten minutes per appointment; please ensure you keep to the allocated slot so that teachers can stay on track with appointments and parents are not waiting for a long time. I appreciate that sometimes a longer length of time is needed so please make an alternative appointment on a different date if needed. Thank you for your consideration.

We suggest you arrive ten minutes before your appointment to give you an opportunity to look at your child's books. Teachers will be located in the hall.

This meeting is designed for parents and teachers only to discuss their child's attitude to learning, progress made this year, achievement towards the end of year expectation and personal targets. If parents choose to bring children with them, they must always keep their children with them. Children cannot be left unattended within the school, and they are not allowed to be left outside on the playground unsupervised.

Kids' Club will be situated in Year 2/3 classrooms. Please collect your child by using the side playground gate, the children will be dismissed from the Year 3 classroom door, to the side of the hall door. Please ensure the gate is closed behind you.

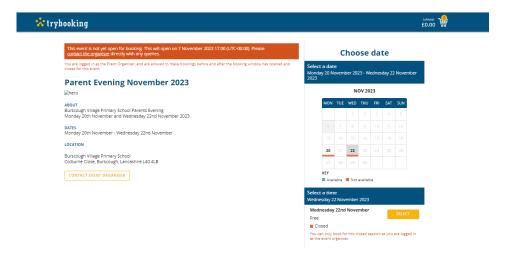
This term we will be trialling a new online booking system. **The link will go live at 5pm on Tuesday 7**th **November 2023**. https://www.trybooking.com/uk/CVOW

Below are the instructions on how to book an appointment. If you require any further assistance, please contact the school office. We look forward to seeing you at Parents' evening.

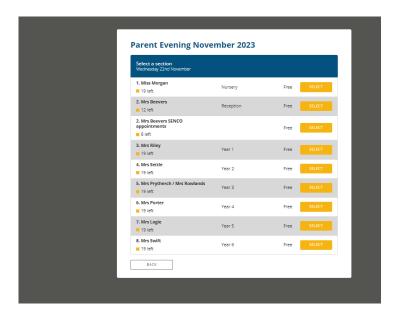
Yours sincerely,

Miss Smith Headteacher

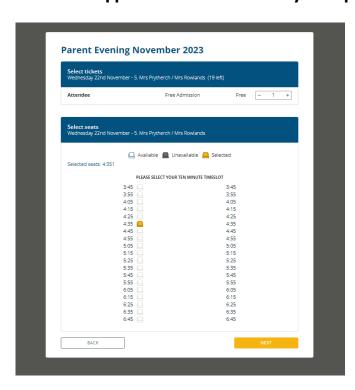
Select the chosen date - Monday 20th or Wednesday 22nd November 2023



Select the teacher you would like an appointment with



Select one appointment and the time you require by clicking on the chair, then select NEXT





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Final screen is the check out, where you will be asked for your contact details.

