



Nurture, Grow, Flourish.

Forest & Sandridge CE Primary School
Cranesbill Road, Melksham
Wiltshire
SN12 7GN

Headteacher: Mr Scott James
Deputy Headteacher: Mr James Mead
Assistant Headteacher/SENCO – Mrs Helen Chappell

6th March 2024

Dear Parents

Parent-Teacher Meetings – Spring Terms

Dear Parents

I am writing to inform you about this term's parent-teacher consultation meetings which we will be holding on **Thursday 21st and Tuesday 26th March 2024** from 3.30pm until approximately 6.30pm.

The purpose of these meetings is to discuss your child's progress, celebrate their successes with you and highlight any areas for development that need working on. We ask that all parents make an appointment to see their child's class teacher on this occasion. If the days are not suitable, please do not hesitate to see your child's class teacher who will be happy to make an appointment with you on an alternative day.

There will be sign-up sheets put onto classroom doors from **Monday 11th March**. These will remain on doors until **Monday 18th March**. Please choose a slot you would like and sign your name onto the sheet. We know that some parents are unable to get into school to sign up. If this is the case please send your child's teacher a Do-Jo message specifying your preferred day and approximate time slot. A member of staff will find a slot as close to your preference as possible. Please note, this may not be the exact time you request. The appointment day and time will then be sent back to you via Do-Jo.

Meetings will all be held in the hall. Please come in through the main entrance which will be open for you and turn right into the school hall. The children's books will be available for you to look through.

The playground will not be open for the children's use. If you choose to bring your children with you, they will be your responsibility. We do ask that they don't run around or make a noise in the corridors whilst meetings are taking place. Thank you for your co-operation.

Your child's class teacher will look forward to meeting with you on 21st or 26th March.

Yours sincerely

Scott James
Headteacher