



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

**Nurture, Grow, Flourish.**

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

7<sup>th</sup> March 2025

Dear Parents

### **Parent-Teacher Meetings – Spring Terms**

I am writing to inform you about this term's parent-teacher consultation meetings which we will be holding on **Thursday 27<sup>th</sup> March and Tuesday 1<sup>st</sup> April 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.

In a change to previous years, all parents are encouraged to sign up to appointments using the Arbor App, from **Monday 10<sup>th</sup> March**. Links to the App have been sent to those parents who haven't yet activated their account. Please contact the school office if you require any further assistance.

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 whilst meetings are taking place. Thank you for your co-operation.

Your child's class teacher will look forward to meeting with you on 27<sup>th</sup> March or 1<sup>st</sup> April.

Yours sincerely

Scott James  
Headteacher