

ALEC REED ACADEMY

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Principal and CEO: Allison Moise-Dixon



25th February 2020

Dear Parents/Carers

The Primary Phase staff are very much looking forward to meeting with you to discuss your child's progress at the parent consultation evenings on Monday 2nd March 2020, 3.30 – 5.30pm and Thursday 5th March 2020, 3.30 – 5.30pm. If you are not able to make these times there will also be a further opportunity to agree with your child's class teacher a meeting at 8.15am on an arranged day, or straight after school at 3.15pm again on an arranged day. If you are still unable to make a meeting at an agreed time you could ask for a telephone conversation with your child's teacher. If you wish to take advantage of an alternative time you will need to have a conversation with your child's teacher separately to agree this.

Arrangements for making appointments are outlined below:

Parents of pupils in Reception, Year 1 and Year 2

On Wednesday 26th February and Thursday 27th February, appointment sheets will be displayed outside the classroom for you to sign up.

Parents of pupils in Years 3, 4, 5 and 6

On Wednesday 26th February and Thursday 27th February from 8.00am until 8.40am and 3.30pm until 4.00pm, appointment sheets will be available in the Pod area or atrium outside the Primary Hall. Please enter the building via the pod doors and write your child's name beside a convenient time slot of your choice.

Arrangements for both evenings are outlined below:

- Class teachers will meet parents in one of the classrooms used by their year group
- Children's work will be available for parents to look at in another year group room. Trays will be clearly labelled with your child's name
- Parents will be collected by their child's class teacher for their consultation. Your child's progress so far this year and next steps for improvement will be discussed.

We look forward to welcoming you to one of the evenings. Please do not hesitate to contact the Primary office if you have any queries.

Yours sincerely

Anne Franklin
Associate Principal
Interim Head of Primary Phase

'The Collins PiXL Award for Outstanding Progress' National Award Winners 2014

