

20<sup>th</sup> March 2018

Dear Parents/Carers,

As you know we are always striving to improve the way we do things at Montem Academy. We have recently been looking at the way we organise Parents Meetings, which usually take place during a pre-selected (by you) time slot during a normal school day.

We understand how important it is to you as a parent that you be given the opportunity to visit your child's classroom and to see at first hand his/her class work. However, as I am sure you will understand, this is difficult to arrange whilst children are busy learning in the classroom.

With this in mind we have decided to change our next Parents Meeting procedure to the following:

- All Parents Meetings will take place on **Thursday 29<sup>th</sup> March between 1:00 p.m. and 7:00 pm**
- Children **will not** be expected to be in school that day **but are expected to attend the meeting** with their parents; it's a great opportunity for them to show parents what they have been doing in school.
- KS1 and KS2 Meetings will take place in either the KS1 or KS2 main hall (dependant on which class your child goes too)
- Reception/Nursery children meetings will take place in the Reception Building
- **After the meeting parents will have the opportunity to visit their child's classroom to view his/her class work**
- There will be a Parent Pay workshop available to all who have questions to ask or require assistance with Parent Pay – this will take place in the KS2 main foyer.
- There will be a Governor Information desk available for all who would like to meet with one of our school in the KS2 Main Hall.

Please speak to your class teacher to book your Parent Meeting appointment time on Thursday 29<sup>th</sup> March.

We are really looking forward to meeting with you next week and hope that you will find this new approach to be beneficial.

Yours sincerely

Ms A. Probert  
Executive Principal