

Monday 4th November, 2019

Dear Parents and Carers

Simon A Wood
Executive Headteacher

CONSULTATION EVENINGS – Wednesday 20th and Thursday 21st November 2019

3.30 – 5.00pm and 5.30 – 7.00pm

I write to invite you to make an appointment with your son/daughter's 'teaching team' for a ten-minute consultation between 3.30pm and 5.00pm or from 5.30pm until 7.00pm on one of this term's two consultation evenings.

The purpose of this Autumn Term's consultation is to enable you and your child/ren, along with class teachers and support staff, to discuss the progress with previously set targets and to identify the 'next steps' in learning. To be clear, our focus is **not** 'conduct behaviour' but we may well discuss your child's 'behaviour for learning'. There should be no surprises on the evening – all discussions should centre on how we ensure each child fulfils his/her potential.

I have asked all pupils, to work with their staff teams, in identifying significant pieces of work which they feel best illustrate their 'learning journey' so far, that they would wish to share with you, through their Books/Learning Journals – these will be available for you to view on the evening. It is our expectation that all pupils will be present at the consultations.

In order that all families have an equal opportunity to talk with class teachers over the two evenings, the consultation has to be limited to ten minutes. If you, or the class teacher, wish for further discussion, I would request that you use the occasion to arrange for a further consultation when you will both be able to give the matter the required amount of time.

In the Large Hall, members of our Governing Body (Intervention Board) will be available to receive comments, compliments and questions from you, and to answer any questions you may have about life at Copperfield; members of our FOC (Friends of Copperfield) will be available to share their future plans and to try and recruit you; members of our Pastoral Team and Attendance Team will also be available to answer any questions you may have; and refreshments will be available before, after or between appointments.

Please can I ask you to book your appointment slot/s on ARBOR as soon as possible. If you have more than one child, please leave one appointment 'slot' between each 'finish time' – although we will be strict on timings, you will still need to move from one appointment to the next! This was we can avoid as many delays as possible.

For Year 6 Parents/Carers – please note that you will need to see **both** Mr. Adams for Maths, and Miss Taylor for English; each teacher will simply 'swap you over' to meet with each other's appointment guests for the last few minutes.

Please do not hesitate to contact me, in the usual manner, if you have any queries relating to the above.

Yours truly,

Simon A Wood

Executive Headteacher