



Station Road, Branston, Lincoln LN4 1LH – 01522 880555
Facsimile 01522 880556 – e-mail: enquiries@branstonjunioracademy.co.uk

Thursday 2nd November 2023

Parents Evening on Thursday 23rd November 2.30-7.30pm

Dear Parents and Carers

Parents evening will take place between **2.30pm and 7.30pm on Thursday 23rd November**. Appointments may be made to see your child's teacher by completing the attached form and **returning by Thursday 16th November**. Once the teachers have allocated appointments, they will send notification of the times home.

If you return your slip after the closing date of Thursday 16th November, you will not be given an appointment.

If your child(ren) has an EHCP or an ILP you will be offered a separate meeting which will include parent's evening discussions. Therefore, there is no need to book a slot on this sheet., and your child's teacher will contact you shortly about this.

Please note – because we have a limited number of time slots on the actual evening, if parents are separated and are not able to attend one meeting together, the first parent who responds will be issued with a time slot at the actual Parents Evening, and, if required, the second parent can contact the class teacher to make an appointment on another day.

On the day of the Parents Evening:

**** If you have attended our parents evenings before,
please note that we have made some changes to how it will run – please read below ****

- Please note if you are late for your allocated appointment it may not be possible to fit you in.
- If your appointment is between 2.30 p.m. and 3.20 p.m. please be aware that you will be asked to wait outside Reception until you have been directed to your child's class by a House Captain. Please note that if you book an 'early' appointment your child will still be expected to remain in school until we finish at 3.30 p.m. Please also note that there is deliberately no 3.20- 3.40 p.m. appointments so that we can ensure children leave school safely.
- If your appointment is between 3.50 p.m. and 7.30 p.m. please come into Reception and wait for a House Captain to direct you to your child's class.
- Whilst waiting for your child's appointment you are free to look at your child's books which you will find in the cloakroom areas outside your child's class.





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- Your child's class teacher will give you a Parent Questionnaire which we would ask you to complete and return to the box in Reception before you leave the school premises.

Please note, each appointment is only 10 minutes in length. To be sure that you have said/asked everything you wish in that time limit, it can help if you write things down before the event and bring this with you.

The only way these appointment times run over and thus people start having late appointments, is if people talk for longer than 10 minutes, or people arrive late. Your help therefore, in ensuring that we all keep to time, is most appreciated.

I look forward to seeing you at the Parents Evening.

Rachael Shaw
Headteacher



BRANSTON JUNIOR ACADEMY

PARENTS' EVENING

Child's/children's name(s) _____ (please print)

Please arrange my appointment as indicated below. I understand it may be impossible to meet all preferences.

Please note there is no 3.20 p.m. to 3.40 p.m. appointment available to allow staff to assist in ensuring children leave school safely.

	(Early appt')					
Thursday	2.30-3.10	3.50 -4.30	4.30-5.30	5.30-6.30	6.30-7.30	ANY TIME

(Please tick appropriate box)

I have a child/children in the following class/classes (please tick as appropriate)

In the case of more than one child at school **the eldest child only should return one form.**

Miss Gethings Mercury Class		Mrs James & Mrs Simpson Neptune Class		Mr Simpson Mars Class	
Miss Perkins Jupiter Class		Miss Tysoe Venus Class		Miss Kisby Saturn Class	

