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29 January 2015

**RE: PRIMARY PARENT -TEACHER CONFERENCE EVENINGS
TUESDAY 10 & THURSDAY 12 FEBRUARY, 4:00PM-7:30PM**

Dear Parents/Guardians,

We would like to invite you to attend Individual Parent-Teacher Conferences. These meetings are a valuable chance to meet with your child's class teacher to discuss your child's academic and social progress, and consider next steps in their learning.

In order to provide parents with the most convenient time possible with their child's teachers, we use an appointment system throughout the school. This allows parents who may have several children at the school to make consecutive appointments rather than having to wait for long periods of time in between meetings. Each appointment is 10 minutes long and we would ask all parents to keep to these timings. All requests for appointments should be returned to your child's class teacher by Tuesday 3 February. Confirmation of appointment times will be issued by Friday 6 February.

Where possible, we encourage children in Years 3-6 to take part in these meetings with their parents and class teacher. We ask however that you do not bring younger children to school or into these meetings as they often distract parents from the important discussions with teachers. Please make arrangements for your children to be collected from school and/or supervised by an adult while you are in your meetings.

If you are unable to attend on one of the designated evenings, please contact your child's teacher who will arrange an alternative, mutually convenient appointment to see you.

IMPORTANT INFORMATION TO NOTE

- All scheduled appointments on these evenings are with your child's class teacher. They will have all the relevant information on your child's progress in all subject areas.
- Parents in Years 5-6 will also have the opportunity to meet with their child's Maths teacher where this is different to the class teacher.
- On this occasion, you will not have a scheduled meeting with the Year 5-6 Literacy teachers but they will update your child's class teacher about their progress. You will have a chance to meet with the Literacy teachers later in the school year. Please be reassured that you would be informed directly if there were any concerns.



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- Mandarin and MFL teachers will be available to meet with you on both these evenings. Advance appointments can be made by contacting Echo Li (PA to Head of Primary) in person or by email ec-li@bisspuxi.com. These teachers will also be available for “drop-in” appointments where they have availability.
- Representatives from PE and Music will be available for “drop-in” appointments throughout both evenings.
- We try to support parents by providing Chinese and Korean translation where required. Should you require a translator, please indicate this on the reply slip provided and we will try our best to facilitate this. Where possible, we ask that parents with limited English try to bring along someone to help with translation.

NO ECA programme on Tuesday 10 and Thursday 12 February

As teachers will be involved in these Parent-Teacher Conferences, there will be NO Primary ECA programme running on Tuesday and Thursday. Bus children will go home on the earlier school buses on these days.

BISCAP sessions will run as normal on both these days with buses accommodating these students.

Pick Up and Buses

Please ensure that you inform your child’s class teacher about any changes to the end of day pick up for your child. Please also be reminded that children cannot be left unsupervised and parents need to ensure that their child travels home on the bus or is collected promptly at the end of the school day. Children who do not have BISCAP on these days will be able to take an early bus.

Best wishes,

Niki Meehan
Head of Primary



REPLY SLIP: PARENT-TEACHER CONFERENCE

Please return this reply slip by Tuesday 3 February to your child's class teacher. Where you have more than one child, please complete one form and return it with your eldest child.

Please specify a day and time period when you would prefer your appointments to be scheduled. If you could be available on either day, please tick both days.

Tuesday 10 February:

Between 4:00pm and 5:30pm

Between 5:30pm and 7.30pm

Thursday 12 February:

Between 4:00pm and 5:30pm

Between 5:30pm and 7.30pm

Years 5-6 I would like an appointment with my child's Maths teacher. Yes / No

Your time will be confirmed and written below by a class teacher.

1. Name of child: Class:
Class teacher: Time:
(To be completed by teacher)

2. Name of child: Class:
Class teacher: Time:
(To be completed by teacher)

3. Name of child: Class:
Class teacher: Time:
(To be completed by teacher)

Do you require a translator? Yes/No

If yes, please specify language: Chinese

Korean