



SUNNYMEDE JUNIOR SCHOOL

The Meadoway, Billericay, Essex CM11 2HL

Headteacher: Mrs Ronnie Branch BEd (Hons). NPQH

Telephone: 01277 651364 Fax: 01277 634209

e-mail: admin@sunnymede-jun.essex.sch.uk

www.sunnymede-jun.ik.org

9th March 2022

Dear Parents/Carers,

Parent Consultation Evening: Years 3,4,5

You are invited to make an appointment to see your child's class teacher on either **Tuesday 29th March** between 5pm and 8pm or **Thursday 31st March** between 4pm and 6pm. We are pleased to say that these appointments will be face-to-face, giving you an opportunity to see pupils' books and browse / purchase books at our book fair. This is an important opportunity to discuss your child's progress and to set targets for future achievement.

Pupils are invited into the meeting with their parent(s) so that that all parties hear the same message, both positive comments and targets for improvement. However, I must stress that this is **optional** and if you do not consider it appropriate, feel free to come alone. Equally, you may ask your child to come in for part of the meeting, either at the beginning or end. Please let the class teacher know your preference on the evening.

If you bring other school age siblings to the school, please ensure they wait quietly outside the classroom during the meeting. For health and safety reasons, it is important that your child does not wander around the school unsupervised. Children will still be able to browse with their parents and purchase books at the book fair on arrival or following your appointment.

Ten minute time slots will be allocated for open evening and it is important, for the benefit of all parents, that teachers keep to time. If additional time is needed, the teacher will make a follow up appointment with you so that other parents are not left waiting too long.

It is important that all parents and carers make an appointment. Bookings must be made online via Parentmail online booking system - this **will go live at 7:00pm on Monday 14th March**. See separate attachment with guidance on how to book appointment through ParentMail for those that may be unsure.

Please speak to the school office if you have any problems with the online system.

We look forward to seeing you

Yours sincerely,

Ronnie Branch
Headteacher

