



*St Mary and All Saints Church of England Primary School*  
*Maxwell Road, Beaconsfield, Buckinghamshire HP9 1RG*  
*Telephone: (01494) 673762 FAX: (01494) 674757*



An Oxford Diocesan  
School

Email: [office@stmaryallsaints.co.uk](mailto:office@stmaryallsaints.co.uk)  
Website: [www.stmaryallsaints.co.uk](http://www.stmaryallsaints.co.uk)

**Headteacher**  
**Mrs J Barnett BA (QTS)**

4<sup>th</sup> October 2022

Dear Parent,

**Parent/Teacher Discussions Years 4, 5, and 6**

Parent/Teacher discussions will take place this term on

- \* **Tuesday 18<sup>th</sup> October 2022**                      **3.30-6.30pm**
- \* **Thursday 20<sup>th</sup> October 202**                      **5.00-8.00pm**

All discussions will be private, so parents are asked to wait outside the classroom where their children's books and topic folders will be available for viewing.

In our planning we have allowed 10 minutes for each discussion. Teachers will try to keep to the timetable that will be displayed outside the classroom. If you feel you need a longer session to allow for a fuller discussion, please make another appointment. This will avoid any frustration felt by parents who end up waiting long after their scheduled appointment time to be seen.

Please use ParentMail to book your parent evening appointment. This can be found under Parent Evening on the left hand side of the drop down menu. Bookings will open on Monday 10<sup>th</sup> October at 6pm. If you have any difficulties making the booking, please contact the school office.

**N.B If you have more than one child at the school please ensure you leave a 10-minute gap between appointments allowing travel time to the next classroom**  
**i.e. If you book 6pm for one child please book your second appointment at 6.20pm or later.**

The main objective of all Parent/Teacher discussions is the open exchange of information between home and school which will help us all to plan most effectively to meet the future needs of the child. With this in mind, the teachers of our older children would like to offer parents the opportunity to **include** their child in these discussions on Parents' Evening. Staff value greatly the concept of ownership by the child in the setting of objectives for the coming year and the support/actions needed to achieve them. We consider that if the child is able to share all or part of the discussions on Parents' Evening then we will be in the best position to encourage that ownership. There may be discussion areas which staff or parents feel may need to be addressed separately without the child present.

Yours sincerely,

Mrs J Barnett  
Headteacher

