



Head Teacher: Mr R Chipperfield

Surfleet Primary School
Station Road, Surfleet, Spalding, Lincolnshire. PE11 4DB
Tel: 01775 680373
Email: admin@su.keystonemat.org
Website: www.surfleet.lincs.sch.uk

10th January 2025

Dear Parents/Carers

Parents' Evening Meetings

Now that we are approaching halfway through the school year, this is a perfect opportunity to meet and discuss your child's progress, attainment and effort. As there are only 3 such opportunities a year, we strongly advise you to make an appointment.

The meetings will take place on **Monday 10th February and Tuesday 11th February**. The times available for appointments will be from 3.30pm until 5.50pm. Appointment lengths will be 10 minutes. If your child has an ISP, you will have an additional 10 minutes to discuss this. In order to keep to time and avoid later appointments overrunning, we will stop all appointments after 10 minutes, so please bear this in mind. If at the end of the meeting you require more time, you can request an additional appointment.

Your child's books will be available to look through, so please attend 10 minutes before your appointment to give you time to look through them. There is no need to attend any earlier than this.

If you would like to arrange a meeting, please complete the form below and return by 12 pm on **Monday 20th January**.

Please complete the form showing your preferred day and time. We shall do our best to match requests as closely as possible and we will allocate appointments on Tuesday 21st January. You will receive a slip on this date informing you of your appointment day and time. If you do not receive this, please telephone the office. If we do not receive an appointment request, we will allocate a telephone appointment for you ourselves.

If you wish to meet with Mrs Smitheringale, our new SENDCo, please let us know this on the form and we will make an appointment for you with her at a later date. Mrs Smitheringale does not work on Monday or Tuesday.

Kind regards

Mr R Chipperfield
Head Teacher



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Parents' Evening Meetings

Child's Name..... Class.....

Please circle **both** your preferred date and time.

- Preferred day **Monday 10th February**
- Preferred time **3:30-4:30** **4:30-5:50** **Anytime**

- Preferred day **Tuesday 11th February**
- Preferred time **3:30-4:30** **4:30-5:50** **Anytime**

- My child has an ISP and I would like to book an appointment with Mrs Smitheringale.

 Yes **No**

Signed.....



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