COPTHORNE PREPARATORY SCHOOL

Copthorne Prep Parents' Evening - For Personal Learning Plans

14 March 2019

Dear Parents

Due to the increased number of children receiving 1:1 specialist teacher support, it has now become necessary to change the way we conduct our parents meetings to discuss reviewed and new targets on your child's Personal Learning Plan (PLP).

We will now be offering a system very similar to parent's evenings where 10 minute slots will be available for you to sign up. The proposed dates are Wednesday 24th and Thursday 25th April 2019.

Mrs Harris will be available on:

Wednesday 24th April from 2pm – 4.20pm

Thursday 25th April from 4pm – 5.50pm

Mrs Fox will be available on:

Wednesday 24th April from 2pm – 3.50pm

Thursday 25th April from 4.50pm – 5.50pm

Mrs O'Brien will be available on:

Wednesday 24th April only, from 2pm – 3.30pm

Please be aware if your child is taught by more than one teacher you will need to book in with both, hopefully at consecutive times. Also if you have more than one child receiving learning support, please try to make consecutive times for each child, to avoid any waiting time.

Ideally, you will be able to find a suitable time from those offered, but if this is not possible or you are unable to attend, a copy of the PLP's will be emailed to you and if you wish to have a further discussion, please email the relevant teacher, who will be happy to help.

The booking forms will be available in the office, you can pop in and sign up yourself or alternatively phone the office, stating which teacher(s) you need to book with and they will make the appointment. The office number is 01342 712311.

The appointments will take place in the meeting room by the main school reception area and I look forward to seeing you on either day.

If you have any problems please do not hesitate to contact me.

Kind regards

Mrs Joad

Head of Learning Support