



EMMBROOK JUNIOR SCHOOL

20th February 2024

Dear Parents/Carers,

PARENT CONSULTATION EVENINGS

The dates for the Parent Consultation Evenings for the Spring Term are as follows:

Tuesday 19th March 3.30pm to 6.30pm
Thursday 21st March 5.00pm to 8:00pm

This meeting provides an opportunity for parents and teachers to discuss your child's progress and for you to inform the teachers of any relevant factors affecting your child.

Teachers will be located in the school hall and not in your child's classroom. You will still have the opportunity to view your child's work. The children's work will be located in the hall and you may either view it before or after your scheduled appointment.

Your child's work is available to view **from 3:30pm on Tuesday the 19th and from 4:45pm on Thursday the 21st**. Seating will be available in the hall whilst you wait to see your child's teacher. We do hope that you will be able to attend.

IMPORTANT: If your child is on the SEND register and/or has an IPP, **there is no need for an additional parent consultation** as topics to be discussed will already have been covered at your recent Learning Plan Review Meeting.

We will once again be using Microsoft Bookings (Microsoft Teams) as the booking system (not ScoPay).

Please ensure that you select your child's teacher from the drop-down list otherwise you will be given an appointment with the incorrect teacher.

3 Ash – Mr Butler-Willis
3 Larch – Mrs Bendall
4 Cedar – Mrs Furnell
4 Elm – Mr Fox
5 Maple – Miss Biln/Mrs Preston
5 Pine – Miss Johnstone
6 Beech – Mrs Jones/Mrs Hare
6 Fir – Mrs Brooks

Head Teacher: Mr. Usher
Emmbrook Junior School, Emmbrook Road, Wokingham, RG41 1JR
Tel: 0118 978 4940
Email: admin@emmbrook-jun.wokingham.sch.uk



Select the date and time for your appointment. Please also ensure you provide your name, email and child's name.

You will need to click on this link to access the booking page:

<https://outlook.office365.com/owa/calendar/ParentsEveningSpringTerm2024@emmbrook-jun.wokingham.sch.uk/bookings/>

If the link does not work please copy and paste it into your web browser.

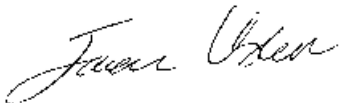
You will receive a confirmation email once you have booked an appointment, as well as a reminder email. The reminder emails will be 1 day before your booked slot.

What if I am late, miss the meeting or need to extend it?

- Please note that if you miss your scheduled appointment for any reason, the teacher will not be able to see you at an alternative time **that evening**. If you are unable to schedule another appointment then it may not be possible for teachers to arrange an alternative date. Thank you for your understanding.
- Further discussion opportunities beyond your allocated 10-minute window can be booked by sending an email to the School Office requesting a follow-up meeting with the class teacher.

We do hope that you will be able to attend.

Yours sincerely,



Mr. J. Usher
Head Teacher