

# Middlefield Primary Academy

Part of The Diamond Learning Partnership Trust  
Established in the Queen's Jubilee Year 2012

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Executive Headteacher: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Interim Headteacher: Mrs Joan Beale

Dear Parents/Carers

28<sup>th</sup> February 2020

## **Parent Consultations and Important Changes to how you book your appointments.**

We are holding Parent Consultations on Wednesday 18<sup>th</sup> March and Thursday 19<sup>th</sup> March 2020. This will provide an opportunity for you to meet your child's class teacher and discuss your child's progress. The consultations will be held in the school hall. **We would prefer it if children did not sit at the desk with parents during the consultation to allow all involved to have a frank and clear discussion without fear of upsetting your child with comments they may not fully understand.**

**Please be aware that each appointment is 10 minutes long.** Please do not be offended if the teacher stops the appointment after 10 minutes and asks that you make an additional appointment to continue discussions. It is really important that we adhere to the schedule and finish on time as I am mindful that staff will have been working since 8.00am and will continue to prepare for the following day's work after parents evening has finished. As with previous parents evening we will be continuing with the bell system, on the first ring this will indicate that your appointment with the class teacher is nearing its end and a second time to alert you that the appointment has finished.

**To book an appointment with your child's class teacher you will need to log onto the Online Arbor system,** under the Guardian Consultation page, this will be open from Tuesday 3<sup>rd</sup> March at 9am and close on Monday 16<sup>th</sup> March at 4pm.

If you have not already been set up on the Arbor system, or experience any issues then please contact the school office.

Yours sincerely,



Mrs Joan Beale  
Interim Headteacher  
On behalf of Middlefield Primary Academy (part of the DLPT)

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