

Thursday 9th January 2025

Year 5 Earlier Parents Consultations due to Mrs Brown's MAT leave

Dear Parents/Carers,

I wanted to write to you and inform you that Mrs Brown is starting her maternity leave after February half term so her last working day will be **Thursday 13th February 2025**.

With this in mind, we would like to invite you to attend Parents Consultations on **Wednesday 12th February 2025 between 9am-3pm** to discuss your child's progress and attainment to date.

These meetings will be face-to-face in the Meadow room by the school's office (downstairs).

Please note that on the day of the consultations (13.02.25), Year 5 children will have their normal school day (8.45am -3.20pm) with Mrs Theodorou, who works closely with EHA as a supply cover. She will take the class while Mrs Brown carries on with parents' consultation meetings.

As with all of our parent consultations, you will be able to book your appointment time via Arbor and will receive a confirmation email.

Appointments can be made online from Wednesday 15th January at 5pm and will close on Wednesday 5th February 2025 at 5pm. As always there will be one appointment slot given per child which will last no longer than 10 minutes. It is important that we stick to this allocated time so the meetings do not overrun.

Please visit [here](#) as soon as possible to ensure you can login and are ready for the booking open date.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold:

- Parent/Carer's Email Address
- Child's DOB

Take particular care when entering your details, especially with the date of birth and email address. If the login cannot be validated because any of these details are incorrect, please let the office know so that we can amend your records as soon as possible.

ADDITIONAL NOTE Re: Whole school consultations for years: Reception, Year 1, 2,3,4 and 6 on **Thursday 27th March 2025**

Please note that on the day of whole school consultations -Thursday 27th March 2025, you will need to pick up your children at 1pm as the rest of the school will have their parents' consultation and the school will be closing at 1pm to accommodate those meetings.

We will be running an earlier lunchtime for the children. The children need to be picked up from school at 1pm so that the consultations with the class teachers can start at promptly at 1:15pm. Please note that we will not be running After School Care on that day.

MAT Cover

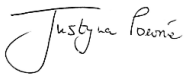
We have started recruitment for a supply teacher who will be suitable to cover year 5 in Mrs Brown's absence. I will keep you informed once I have the details and secured MAT Cover teacher.

Mr Venn and Miss Michael will continue to support Year 5 and ensure robust transition takes place in the w/b 10th February when both teachers will have time to collaborate and share all the information required in a hand-over.

I hope you get the opportunity to wish Mrs Brown well and hopefully in the coming weeks she will be back to visit us and let us meet her baby.

If you have any questions regarding this, please do not hesitate to contact me on the following email heights@northstartrust.org.uk.

Kind Regards



Justyna Powrie
Headteacher