



Dear Parents and Carers

2<sup>nd</sup> March 2020

I am writing to invite you to attend a pupil progress meeting with your child's class teacher. In this meeting we will discuss attainment and achievement during Term 2 2019/20.

**Attainment** - how your child's attainment (assessment and test results) compares to other children nationally of the same age

**Achievement** - progress over time

At the meeting we will discuss how we can work together by:

- Letting you know how you can support and challenge your child at home so that they can make good progress at school.
- Sharing with you what we are doing in school to support and challenge your child. We will let you know what your child's next steps (targets) are.

This is a short ten minute meeting and is not to discuss concerns or worries which may need more time. If you would like to speak with your child's teacher at greater length, please do not hesitate to contact us to arrange a mutually convenient time.

Please complete the appointment request below, indicating which day you would prefer and return to school as soon as possible. We encourage you to bring your child with you to talk about their progress with teachers. Please remember that, whilst waiting for your appointment, children should be supervised at all times; they should not disturb other parents by running around or playing with PE equipment.

Yours sincerely

Miss Dean  
Y3 Teacher

Miss Robinson  
Y4 Teacher

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**CHILD'S NAME** ..... **(PRINT)**

**\*Wednesday 11<sup>th</sup> March**                      **1.20 - 3.30 pm**

**\*Wednesday 11<sup>th</sup> March**                      **3.40 - 7.00 pm**

**\*Thursday 12<sup>th</sup> March**                        **3.40 - 5.30 pm**

**\*Please circle as appropriate**



# Sutton in Craven Community Primary School