4th March 2020

Dear Parents,

**Termly Learning Conferences (TLCs)**
Following on from our Termly Learning Conferences held in the Autumn Term, I am pleased to confirm the dates for the next scheduled meetings:

- **Wednesday 18th March** 4.00 - 7.00 pm
- **Thursday 19th March** 3.30 - 6.00 pm

As you know, the format enables your child to be more involved with their termly review and allows them to participate fully and we hope that the timings support both our working parents whilst allowing all children to attend at an appropriate time for their age.

**Timings**
You will need to **arrive in the classroom about 15 minutes before your appointment** to enable you to look at your child’s work before the meeting with the teacher. Appointments will be available to book electronically next week using the online booking system. As before you will be able to book one appointment per child and we suggest a 20-30 minute gap between appointments to enable you to spend time looking at each child’s work in the classroom as well as seeing the class teacher. The online booking system will not allow you to book appointments ‘back to back’ to ensure there is at least a 10 minute break in between. **The booking system will be open on Wednesday 4th March from 7.00 pm.**

**Siblings**
Please take siblings to the demountable classroom while you complete the TLC with your other child(ren). This facility is only available for Newlands Spring pupils. **Please do not bring pre-school children to the meetings.**

**Year 6 only**
If your child is taught by Mrs Goodfellow for English or maths, you are invited to make an additional appointment with her as well as their class teacher. Please email reception@newlandsspring.essex.sch.uk to make this appointment.

**Feedback**
We had very valuable feedback following the autumn conferences. We will again ask you to provide us with feedback following the meeting with your child’s teacher to ensure that we continue to evaluate the process.

Yours sincerely

Mrs N Hawkes
Head of School