Dear Parents,

**Termly Learning Conferences (TLCs)**

I am pleased to invite you and your child(ren) to attend our Termly Learning Conference. This is an opportunity for you, your child and their teacher to celebrate their achievements this term and set some targets for their future learning. You will have an opportunity to see your child’s work, look in their classroom and have a 10 minute appointment with their teacher.

**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 using the online booking system. 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 open on Wednesday 13th November from 7.00 p.m.

**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. This option will be available to you on the booking system.

**Siblings**
Please take siblings to the demountable classroom, which is supervised by Newlands Spring staff, 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.

**Feedback**
We hope you will find the TLC process useful and informative. We will ask you to provide us with feedback following the meeting with your child’s teacher to enable us to evaluate the process.

Yours sincerely,

Mrs N Hawkes