



The Abbey CE VA Primary School

Headteacher: Miss E. Fenn
Telephone: 01727 851802
Website: www.abbey.herts.sch.uk
Email: admin@abbey.herts.sch.uk

Grove Road
St Albans
Herts
AL1 1DQ

17 October 2017

Dear Parents

Parents' Consultation

The staff and I look forward to welcoming you to Parents' Evening this evening and on Thursday 19th October. Sadly our Year 4 teacher, Miss Long, is unwell and will not attend this evening.

These 10 minute meetings are for parents only. There will be no supervision for school age or pre-school children on site. Appointments will run strictly on time to allow parents to organise childcare arrangements off-site, potentially with other parents. We politely ask that children do not come into the hall as the appointments will run simultaneously and children may affect the quality of the discussions taking place.

Job shares

At least one class teacher will be present at every consultation appointment and some appointments may have both teachers available. All the job share teachers will read from jointly written notes, prepared in advance.

Consultation notes for parents

All teachers will read from prepared in advance written notes, highlighting strengths and areas for development in English and Maths and behaviour and social information. Reception parents will be informed of general comments and personal, social and emotional development and physical development strengths and areas for development.

Assessment Information

At the end of each term in Years 1-6 (Dec, March and May), the teachers will assess the children's level of attainment in Reading, Writing and Maths using the phrases:

- **Securely within ARE (Age Related Expectations)**
- **Working broadly within ARE**
- **Working below ARE**
- **Working above ARE**

In the October parents' evening, for children in Years 2-6, there will be an early indication of their current attainment in Reading, Writing and Maths. This will be based on their end of summer assessments and early initial assessments made in the first few weeks of term.

October 2017 parent consultations

This term, all parents will take home a paper copy of the notes the teacher is reading from at the end of the consultation to assist parents supporting their child at home. If a parent has not attended a consultation, these sheets will be sent home in an envelope on Friday 20th October.





The Abbey CE VA Primary School

February 2018 parent consultations

Next term, at the February 2018 parent consultations, we will trial the consultation sheets being made available to parents in envelopes for consideration on arrival before the appointment. These forms will indicate more accurate assessments for children from Reception-Year 6 based on the end of autumn term 2017 assessments. The summer annual report to parents will indicate assessments based on the final May 2018 assessments.

How to prepare for the consultation?

Reception parents/new parents to Abbey School – Think about any questions or concerns you may have and wish to be answered. Your teacher will prompt you for these at the start of the meeting.

Years 1-6 parents – Think about any questions or concerns you may have and wish to be answered. Your teacher will prompt you for these at the start of the meeting.

Also, look back at your child's annual report from July 2017 and look at the next steps for Reading, Writing and Maths that your teacher wrote in bold in the 'next steps' box. From looking at the children's books on display consider if these have been met or still relevant and you can discuss this further with the class teacher if you wish as your child may need to continue to strive to meet these targets.

The previous February 2017 parent consultation sheet may also prove useful to look at in advance to see what last year's class teacher wrote in October 2016 and February 2017 and consider if the same areas for development are relevant.

How will the evening run?

Teachers' time keeping will be precise to assist parents with out of school child care arrangements. We ask that all parents enter and exit via the main entrance of school where the Grove Road pedestrian gate will be open.

The consultation meetings will take place for all classes in the hall with the children's books (Years 1-6) available to browse in the Key Stage 1 classrooms:

Reception classroom:	Year 1 and Year 2 books
Year 1 classroom:	Year 3 and Year 4 books
Year 2 classroom:	Year 5 and Year 6 books

- We politely ask that all the children's books/trays are left in the classroom.
- Please ensure that you are waiting in the Library in advance of your appointment time by a few minutes.
- From the library, the Headteacher will collect you to allow all appointments to start not only promptly, but collectively in the hall to eliminate disruption.
- To keep to time, a bell will be rung to indicate the last minute of appointment time. (If at this point you feel further time is needed, please contact the School Office who will be happy to assist you in making an additional appointment straight after school in the following half term.) The next set of parents will then be escorted into the hall ready to start their meeting on time.

Kind regards

Miss Emma Fenn
Headteacher