



# The Abbey CE VA Primary School

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**Grove Road**  
**St Albans**  
**Herts**  
**AL1 1DQ**

5 October, 2018

Dear parents,

## Parents' Consultation

Parents' consultations will be on **Tuesday 23<sup>rd</sup> October and Wednesday 24<sup>th</sup> October**. The School uses an easy-to-use online appointment booking system. Mrs Yeldham, our SENCO, is available on Tuesday 23<sup>rd</sup> October (3.40-5.30pm) and appointments can be made to see both your child's teacher and Mrs Yeldham if your child has Special Educational Needs.

**These 10 minute consultations 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 seven 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.

Parents with more than one class teacher (job share) will not be able to specify which teacher they see. We are not able to specify on the system which teacher/s will be present on which day. Please note the parents evening system will show one of the teacher's names but this may not necessarily be the teacher you will end up seeing on the night. The reason for this is that the system has a pre-populated column heading which cannot be adjusted.

### Consultation notes for parents

A consultation sheet will be available to parents on arrival. All teachers will read from this consultation sheet, highlighting strengths and areas for development in English and Maths based on our end of summer teacher assessments 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.

### How will the evening run?

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:

### When can you make an appointment online?

Appointments can be made from Tuesday 9<sup>th</sup> October from 7am and will close on Monday 22<sup>nd</sup> October at 7am.

Should you wish to make any changes after 7am on Monday 22<sup>nd</sup> October, please contact the School Office. Please do not swap appointments between parents. Please visit <https://abbeyprimaryschool.parenteveningsystem.co.uk> to book your appointments.





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Everything you need can be found on the school website on the Parent Information tab, followed by Key Information and then Parent Consultation Evenings. Please login with the following information: Child's legal first name, Child's surname and date of birth.

## **If you are unable to attend the set evenings?**

A 10 minute consultation to meet with the class teacher can be arranged via the School Office after October half term either in person straight after school one day or via the telephone. Please note, this appointment would still be 10 minutes.

For families with separated parents or extended families that are unable to attend together, a separated parent is welcome to request a phone consultation in addition to a parent attending in person. Please make your request to the School Office and this will be coordinated for the parent after the October half term.

## **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.

Reception children's Building Books will have been sent home before the consultation for you to look at together at home and celebrate the achievements of your child. This may prompt some questions.

**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 2018 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 2018 parent consultation sheet may also prove useful to look at in advance to see what last year's class teacher wrote in October 2017 and February 2018 and consider if the same areas for development are relevant.

## **How will the evening run?**

The evenings will take in the same format as previous years. 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.



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## Assessment Information

At the end of each full term in Years 1-6, 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**

For children in Years 2-6, the end of summer attainment in Reading, Writing and Maths will be on the consultation note using the phrases above.

The February 2019 consultation forms will indicate the end of autumn term assessments for children in Years 1-6, again using the phrases above. The summer annual report to parents will indicate the final May assessment.

## Harvest Service

Our Harvest Service is on **Thursday 11<sup>th</sup> October** led by Mother Abi. The Service will be held in the Crossing at St. Albans Abbey at 9.15am, to which parents, friends and families of pupils are warmly invited. Once again we are supporting the Bishop's Harvest Appeal- Give Peas a Chance! *Helping farmers in Malawi turn peas into profit.*

As with last year, we will be delivering our **Harvest offerings to St Albans and District Foodbank** (based in Harpenden) whose mission is to bring communities together to end hunger and poverty in our area by providing compassionate and practical help with dignity. **The toiletry items will be split between the Foodbank and Centre 33 here in St Albans**, which helps homeless and disadvantaged people in St Albans based on Spicer Street.

Children are asked to bring to school harvest offerings that are particularly useful to the foodbank shelter, which are as follows:-

### Food items St Albans and District Foodbank needs:

Tinned meats, fish, carrots, sweetcorn, peas, tomatoes, potatoes, soup and fruit

Desserts

Cooking sauces

Tinned rice pudding

Tinned custard

Rice (max size 1kg)

Cereals (not large box sizes)

Long-life fruit juice and milk

Instant coffee (pref. 100g size)

Teabags (max size 80 bags)

Jam

Biscuits (packets not tins)

Toiletries, cleaning and sanitary products

### Toiletry items required for Centre 33:

Shampoo

Conditioner

Toothbrush

Toothpaste

Shower gel

Sanitary items

Disposable razors

Shaving foam

Deodorant

*Items should be unopened, in date and in good condition please.*



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## **Things St Albans and District Foodbank doesn't need:**

Fresh food (Cannot be stored)  
Large tins of biscuits  
Large boxes of teabags (80+ bags)  
Flour  
Cooking oils

Children should bring their item or items in a carrier bag via their classroom. Just one item will be carried to the Cathedral and back from the Harvest Service and then all donations will be transported to the collection depot.

Please let the School Office know if you are able to offer your help delivering the items to: **District Foodbank, c/o Youth With A Mission, Highfield Oval, Ambrose Lane, Harpenden, Herts, AL5 4BX straight after the Harvest Festival.**

Parents who wish to donate to this year's Bishop's Harvest Appeal 'Give Peas a Chance' may do so by sending cash or cheque in a clearly marked envelope "BISHOPS HARVEST APPEAL". We will then pass the donations on to Bishop Alan. There will be a retiring collection at the end of the service for adults only.

## **Harvest Festival seating**

The seating will run as it has done for the last few services in the Crossing. The children in Years 4, 5 and 6 will sit in the choir stalls. Parents are invited to sit by the High Altar. Reception and Year 1 will sit in the crossing by the pulpit. Year 3 will sit opposite the pulpit and Year 2 will be split on both sides of the crossing.

Parents with prams may find it difficult to sit by the altar and may prefer to sit closer to the Rose Window, behind the children, where steps will not cause an issue.

We thank you in your advance for being sensitive of the school children's needs whilst they are singing, performing and praying. We understand that seating is tight, but we thank you in advance for your patience with allowing the school children to be seated before any spare seats behind the children are filled by parents with prams. **Not all of the 210 children at Abbey School can have their photograph taken and we ask for no photography during the service.**

Have a lovely weekend.

Kind regards,

Emma Fenn  
Headteacher