

Salhouse Primary School

Headteacher: Ms Julie Church

Cheyney Avenue | Salhouse | Norwich | NR13 6RJ | 01603 720402

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January 2018

Dear Parent/Carer

Working together to support children's learning is a continuing priority for us in 2018 so we are very pleased to invite you to the Salhouse VC CofE Primary School 'Structured Conversation Week', starting on February 19th.

The 'structured conversations' will be taking place throughout the week in morning and afternoon sessions with 20 minute slots for each conversation. Please see below for more information. The last time listed is the final appointment time.

| Class | Monday 19 th February | Tuesday 20 th February | Wednesday 21 st February | Thursday 22 nd February |
|----------------------------------|-------------------------------------|--------------------------------------|--|---------------------------------------|
| Coots (Mrs Beavis) | 13.00 - 15.00 | 09.00 – 12.00 | | 15.30 – 17.50 |
| Bitterns (Mrs Collins) | | | 09.00 – 12.00 13.00 – 15.00 | 15.30 – 17.50 |
| Grebes (Mr Leaver) | 09.00 – 12.00 | | 09.00 – 12.00 | 15.30 – 17.50 |
| Hérons (Mrs Edwards) | | | 09.00 – 12.00 13.00 – 15.00 | 15.30 – 17.50 |

You now need to book your slot with Rachael in the school office. We would really appreciate you making one of the school day appointments, if you possibly can, as the after school slots will be in high demand so may need to be shorter.

There is some information on the back of this letter explaining a bit more about how a 'Structured Conversation' works. If you have any questions, please don't hesitate to ask a member of staff who will be pleased to help you.

This is a very helpful opportunity to agree ways in which home and school can work together to secure excellent progress and attainment for your child; it is so important that you attend.

Kind Regards,

Ms Julie Church

Headteacher

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Don't forget to checkout our Facebook page!

Template for Structured Conversation

Child's name:..... Class

| | |
|--|-------|
| Exploring Together | |
| Teacher listens to parent/carer views and expectations of the conversation. Teacher and parent/carer agree the purpose of meeting. | |
| Focusing on Priorities Together | |
| Parent and teacher discuss and agree together on what the key priorities are. | |
| Planning Together | |
| Parent/carer and teacher agree targets for the child and discuss how these targets are to be achieved and shared with child. | |
| School: | |
| Home: | |
| Child: | |
| Reviewing Together | |
| Teacher summarises the meeting and provides any clarification necessary. Parent/carer confirms that they are happy with the discussion and have understood everything | |
| Parent/carer given the opportunity to discuss any other matters related to supporting learning at home and school. | |
| Arrangements for any future meeting made and the best way every day communication should to take place agreed: | |
| telephone: text message: e-mail: written letter, posted: with letter, given to child: notes in reading diary: or other: | |
| Parent's/Carer's signature: | Date: |
| Teacher's signature: | Date: |