



QUEENSWAY SCHOOL

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Tuesday 28th February 2023

Dear parents/carers

I am writing to outline our plan for parent/teacher consultations. These will be held at school in your child's classroom.

Tuesday 14th March (3:10pm-7:00pm) and Thursday 16th March (3:10pm-5.30pm)

The online booking system will **open from today at 6.00pm** and will close on Monday 13th February at 12 noon. Parents will be allocated a 10 minute slot. The booking system can be accessed through the following link

<https://parents-booking.co.uk/queensway>

To login and make your appointment you will need to enter:

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you as the first main contact for your child.

If you cannot login and have tried all the combinations you think we have on file, please contact the school office at office.2057@queensway.oxon.sch.uk

The email address which you enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address will not be the reason if you are unable to log in, it is more likely to be an anomaly in the spelling of your name from what we have on your child's record.

If you have several children to make bookings for, you can choose to make these through the "Booking Wizard" option, or you can make appointments one-by-one using the "manual booking" method.

We have previously experienced a high volume of missed appointments. We request that every effort is made to attend your appointment. If you need to reschedule, you may do so via the booking system up until 12 noon on 13th February, or please ensure you speak to your child's teacher prior to the day of your appointment. Our teachers may require organisation of their own family's childcare for parent's evenings and following up missed appointments is time consuming and difficult at times.

Some parents have fed back that they are sometimes unsure what questions to ask the teachers so I have devised a list which you may find useful:

- In what areas has my child made the most progress? What's working well for them?
- Which subjects does my child enjoy the most and achieve well in?
- Which subjects does my child find more challenging, what in particular are they struggling with and what can I do at home to help?
- In relation to assessment, what does my child need to achieve by the end of the year, what are my child's targets and how much progress do they need to make in order to meet their targets? What can I do to help?
- Is my child on track to be 'expected' by the end of the year? If not, what help and support is in place? What are the barriers stopping them from achieving 'expected'?
- Is my child on the Special Educational Needs register? If so, what does that mean?
- Is my child on the Most Able register? If so, what does that mean?
- What is my child's attendance and how does this compare to other children in their class?
- Does my child present as happy in school, do they engage in learning and what is their attitude to learning like?
- Does my child follow the school rules and do as asked by all adults? Are they polite and respectful?
- How are my child's social skills, do they have friends and interact appropriately? Have there been any friendship concerns?
- Is my child's homework to a good standard? Could they be doing any more to support their learning at home?
- Do you have any other concerns about my child? Do I need to follow anything up at home? Do I need to have a follow up appointment?

I will also be available if you would like to discuss any matters with me. We do hope you are able to come along as we really value the opportunity to share information about your child and strengthen our home-school links.

If you have been contacted by the school office regarding your child's appointment, it will not be necessary for you to make a booking.

Yours sincerely

Mrs Sarah Horbury-Jakeman
Headteacher