

26<sup>th</sup> June 2018

Dear Parent/Carer,

**RE: June Performance Review Day (PRD)**

As England are playing Belgium on Thursday evening, we understand that a lot of our parents/carers will want to watch the game and so we have made the decision to change the timings of PRD from 3pm until 6pm.

In the past, PRD meetings have been held with your son/daughter's Keyworker in school, where they have solely shared an overview of your child's progress, here at Kettlebrook.

Our next PRD will be very different, at the request of some parents/carers.

On Thursday, June 28<sup>th</sup>, school will be open from 3pm to 6pm, where you will have an open invitation to speak to the different members of staff who teach your child. They will provide you with an up-to-date report and overview of your child's learning & progress; we ask that meetings with staff, take no longer than 10 mins each curriculum area.

There will be a **no** appointment system, instead, an opportunity for you to attend school between the hours of 3 and 5:30pm (last entry at 5:30 in order to finish at 6pm). We are hoping that having PRD as an open event, will allow you to attend at a time that suits you around your other commitments. (There may be a short wait to see teachers for some subject areas.)

School will be open to students as normal, but we will have an earlier finish time of 2pm, to allow the school to prepare for PRD.

We are very much looking forward to seeing you in school, to enable you and your child to achieve the success that they deserve.

Yours sincerely

Mrs K Rogers

Executive Headteacher

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