

Poplar Street Primary School

Ravenwood Drive, Audenshaw, M34 5EF
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2nd February 2018

Miss Roberts' Parents' Meetings.

Dear parents/carers,

As I explained before Christmas, it has been an exceptional set of circumstances school has had to face during the last couple of months in relation to staff absences. I am writing both to update you on the current situation and also to explain how we will undertake the parents' meetings in Miss Roberts' absence.

Miss Roberts was due to return straight after the Christmas holidays but then suffered a significant setback. She is now due to return straight after the next holiday. In her absence we have deployed existing staff members, including Mrs Latimer the assistant head teacher in charge of this dept, to ensure that the quality of learning has remained of a high standard. We are lucky to have very good relationships with a small number of supply teachers who work regularly with us and know the school and its systems well. Our teaching assistants, Mrs Davis and Ms Malone have been amazing, working alongside Mr Larcombe, Mrs Jackson and Mr Cusick in ensuring high quality outcomes.

During these absences, apart from undertaking some of the teaching responsibilities in Miss Roberts' class, Mrs Latimer has been planning activities and supervising the delivery of teaching. I am happy to report that, when Miss Roberts returns, Mrs Jackson and Mr Cusick will be staying on to support the children in catching up where any slippage may have occurred in Miss Roberts' absence.

Furthermore, Mrs Latimer has also agreed to undertake the parents' meeting which take place in 2 weeks. This will enable her to explain how well each child is doing and give pointers to parents in relation to their child's next steps. She will be offering sessions during the day as well as on the Tues/Thurs after-school sessions and these sessions are:

- Monday 12th afternoon from 1.15 - 3.30pm
- Tuesday 13th afternoon 1.15 - 3pm, then 3.30 - 5pm
- Weds 14th afternoon from 1.15 - 3.30pm
- Thurs 15th evening from 3.30 - 6.30pm

May I ask that, where you can, you book onto a daytime appointment as Mrs Latimer also has another class of parent appointments to manage. You will be able to book on through the Parents Evening system in the usual way; please call into the office if you need support in doing this.

Please visit <https://poplarstreet.parentseveningsystem.co.uk> to book your appointments.

Login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
(Registration Class) / (Date of Birth)

With regards,

I Linsdell - Headteacher

Working together - aiming high