



Whitley Village School
www.whitleyprimary.co.uk

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Executive Headteacher
Mrs Hannah Mansfield BA(Hons)

Friday 7th October 2016

Dear Parents,

Reporting to parents is becoming an increasingly important but complex aspect of primary education. In order to provide parents and carers with useful, meaningful and relevant information regarding your child(ren)'s attainment (where they are up to) and progress (how far they have come), we have decided to trial a new way in which we will be reporting to parents of pupils in Years 1-6 during this academic year.

Term	Method of reporting to parents
Autumn Term (October)	Parents' Evening (all year groups)
Spring Term (March)	Written report (Years 1-6)
Summer Term (July)	Parents' Evening (all year groups)
Summer Term (July)	Written report (Reception)

As you will see, we have swapped written reports from July to March, and moved the 2nd parents' evening from March to July. The rationale behind this change is due to the depth and thoroughness of the written reports that teachers write and trying to share this information with parents and carers whilst there is still time in the school year to act upon suggestions and areas for development.

The final parents' evening in July will then be an opportunity to share final attainment and progress data and discuss the year in full with parents and carers.

The only area of school that this is different for is Early Years (Nursery and Reception), where we will continue to do Autumn and Spring Parents' Evenings, with a final report in July. This is due to the format of the end of year assessments that have to be reported to parents and carers, which tie in with the report format.

We would like to invite you to attend parents' evening on either Monday 24th October or Tuesday 25th October 2016. This is an opportunity for you to come and see how well your child has settled into their new class and year group, celebrate their many successes and to have a look at the work they have produced this half term. Class teachers will also share and discuss your child's progress.

Members of the Senior Management Team will be available on both evenings should you wish to speak to them. Ms Hearne, Inclusion Manager for the Federation, will be available on both evenings to talk to you should you have any concerns about your child including any special educational needs

or disabilities. Miss Thomas, our speech and language specialist, will be available for drop-ins on Tuesday 25th October 2016 if you have concerns regarding your child's speaking, listening, attention or social communication skills.

In order to book your parent's evening appointment please go on to the school website (address above), and click on 'parent login'. Here you will be prompted to input your parent username and password. From here you will be requested to supply your e-mail address, if one has not already been supplied. Once submitted, you will be able to book a parent's evening slot. Appointments are in 10 minute slots beginning at 3:20pm and ending at 5:50pm. If you have more than one child, you need to click on the drop down menu at the top right of the page to switch children and book an appointment for them. Please get in touch if you have problems logging in or booking your slot/slots.

Many Thanks,

Mrs H. Mansfield & Miss L. Keegan
Executive Headteacher & Acting Team Leader