



# *West Kirby Primary School*

*Anglesey Road, West Kirby  
Wirral, Merseyside CH48 5EQ  
Headteacher: Mrs K Takashima*

*Tel: 0151 625 5561*

*Fax/Tel: 0151 625 3129*

*Email: [schooloffice@westkirby-primary.wirral.sch.uk](mailto:schooloffice@westkirby-primary.wirral.sch.uk)*

*Website: [www.westkirbyprimaryschool.co.uk](http://www.westkirbyprimaryschool.co.uk)*

30<sup>th</sup> October 2017

Dear Parents

## **Parents Evenings**

We will be holding parent-teacher meetings on Wednesday 8<sup>th</sup> November and Thursday 9<sup>th</sup> November.

This will be an opportunity for you to meet the class teacher, discuss how your child has settled into their new class and discuss their progress and targets for the year.

A selection of your child's books will be available outside the classroom for you to look at before or after your appointment.

During the parent-teacher meetings you will be given your child's interim October report. This will inform you of your child's teacher assessments for Autumn One and the targets that are currently set for this academic year. The meeting will provide an opportunity to discuss this report as well as a chance to discuss any other questions or concerns. The meetings are intended to last no more than ten minutes. If you feel you need longer please speak to your class teacher so that arrangements can be made for another time.

This term we are trying out a new online booking system called Signup Genius to plan appointments. This will give you the opportunity to sign up for teacher appointments directly. It will also mean that you will be able to book and plan your appointments if you have more than 1 child in school. Hopefully this will ensure less waiting time and a more productive evening.

To sign up for Parents Evening, please follow these simple steps:

1. Go to West Kirby Primary School Website [www.westkirbyprimaryschool.co.uk](http://www.westkirbyprimaryschool.co.uk) or [Follow this link](#)
2. Click on School Information tab then Parents Evening
3. Follow link (this will take you to an external site – you don't need to sign up to the site)
4. Click on the class and time slot you require and follow instructions

Please book your appointments by Sunday 5<sup>th</sup> November. Any problems, please contact the school office.

Yours sincerely

Mrs K Takashima  
Headteacher

