



BENSHAM MANOR *School*

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Headteacher: Mrs Fiona Robinson MA NPQH

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Parent and Carer Evening Information

Subject teachers

May 16th 2022.

10/5/22

Dear families

I am writing to you to explain how this evening will work. This Parent and Carer evening is an opportunity for you to meet your child's subject teachers. You will get the most up to date information about your child's progress.

You can arrive at school from 4pm. The evening ends at 6.45pm. You can bring your child with you. There will be some parking available in the large front playground. Please park considerately.

You will not have an appointment to see tutors unless your child is in 11EE or in Post 16.

On arrival at school please enter via the reception area. You will be given a list of your child's teachers. Teachers are based in the top hall, dining hall and lower hall. There will be staff to escort you to the different parts of the building.

The Therapy Team will be based in the lower hall. Again, you do not need an appointment to see the therapists. Paul Cabb, our Autism Advisor, will also be based in the lower hall if you would like to see him about your child.

Parents evenings are usually very busy. As teachers have lots of different families to see, time with teachers is limited to five minutes.

The Senior Leadership team and the Safeguarding team are also available to meet with. Please ask at reception.

If you are struggling to complete the parent/carer questionnaire via the link that was sent out, there will be paper copies for you to complete when you arrive on Monday.

I am looking forward to seeing you all on Monday for what is a very important evening.

Yours sincerely

Fiona Robinson

Headteacher