



*Smallwood C E Primary Academy
School Lane
Smallwood
Sandbach
Cheshire
CW11 2UR*

☎ 01477 500362

Parents Evenings

Dear Parents and Carers,

We would like to invite you and your child to a Parents' Evening. However, due to the current situation, all meetings will be held via Microsoft Teams. If you are using a different email address to the one we send all email correspondence to (newsletter, letters, etc), please let Mrs Aynsley or Mrs Blears know as soon as possible. This will be an opportunity to have a conversation with class teachers. It will be a bit of a "Reverse" parents evening this time, giving you the chance to feed back to class teachers where you feel your child(ren) are at, what their successes have been during this lockdown and what area of development you would like them to focus on. As we value your child's input into this target setting procedure, we actively encourage you and your child to attend.

There are 10 minute slots available which will be open for booking from 7pm on Monday 1st March through to the day of the meetings. **Please only book one slot with Mrs Darlington if you have more than one child at school – she will only have 30 slots available over the three evenings.** Appointments will be available for each class between 3.30pm and 5.45pm on the following evenings:

Willow – Wednesday 17th March and Monday 22nd March
Ash – Wednesday 17th March, Monday 22nd March and Thursday 25th March
Elm – Tuesday 16th March and Tuesday 23rd March
Oak – Monday 15th March and Thursday 18th March
Beech – Tuesday 16th March, Tuesday 23rd March and Thursday 25th March
Hazel – Monday 15th March, Thursday 18th March and Wednesday 24th March
Mrs Darlington – Monday 15th March, Wednesday 17th March and Tuesday 23rd March

Please book your parents evening slot via the website, using the username and password we have issued. If you have not received a username or password or you have forgotten it, please contact the school office.

How to do it:

- www.smallwood.cheshire.sch.uk
- Log in using your username and password by clicking on Parent Login in the top left of the homepage.
- Select the child you wish to book parents' evening for (if you have more than one child at school).
- Click on the Parents Evening tab.
- Select the date you wish.
- Book the time slot
- If you have more than one child, change the name of the child in the drop-down box in the top right of the page OR return to the homepage and select the name of the next child.

Should you have any queries, please don't hesitate to contact us. These Parents Evenings will not include children who have had a School Support Plan meeting – class teachers will be in touch to arrange these.

Yours sincerely,

Iestyn Lewis

