



22 March 2021

Dear Parents and Guardians,

I am writing to you to inform you the school's arrangement for Parent-Teacher Meetings (PTMs) this year.

Last year the school hosted PTMs using our school's online platform to facilitate video meetings between parents and teachers. The feedback we received from parents was very positive as it saved them coming into school and waiting to see the teacher which was often time consuming. The school also noticed a much higher attendance rate for parents through the new system. Therefore, given the positive feedback and also the limitations around gatherings that still exist, the school will continue to use this system throughout 2021 for PTMs.

In past years, the school has devoted two school days per year to PTMs, with one after school session for Year 4s and 6s, resulting in two student free days throughout the year. A limitation with online PTM is the timing of them, particularly with the increase of parent engagement. In order to meet the demand the school would need to hold at least five PTM days throughout the year which would result in five student free days. The view of the school is that this is too many student free days in the year. Therefore the school has changed to the following structure which will result in three student free days while also ensuring a PTM day for each year level:

**Year 1, Year 1 – Bridging, Year 2 and Pre-IGCSE**

PTM early in the year for Junior Division so that parents can check how their student has started the school year.

**Year 3, Year 5, Pre-IB and Foundation IB**

PTM for non-graduating classes conducted halfway through the year for teachers to monitor progress so far.

**Year 4 and Year 6**

PTM held after Prelims so that teachers can discuss exam performance and preparation requirements for the end of year exams.

Parents may also contact subject teachers at any point throughout the year to discuss their child's progress or any concerns that they might have.

This year the PTM dates have been set on the following dates:

**Tuesday 30 March** – Year 1, Year 1 – Bridging, Year 2 and Pre-IGCSE

**Monday 24 May** - Year 3, Year 5, Pre-IB and Foundation IB

**Thursday 5 August** – Year 4 and Year 6

Prior to the PTM for your child an email will be sent to you informing you of how to book appointments.

If you have any questions please about this process please feel free to contact the school.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gavin Kinch', written in a cursive style.

Gavin Kinch  
Principal