



Head teacher  
Mrs S Lewis  
Email: [info@stmarysprimary.org](mailto:info@stmarysprimary.org)  
[www.stmarysprimary.org](http://www.stmarysprimary.org)

St. Mary's C of E (Aided) Primary School  
Silkham Road  
OXTED  
Surrey  
RH8 ONP

Tel: 01883 712817

31<sup>st</sup> January 2020

Dear Parents and Carers,

We are very much looking forward to meeting with you to celebrate all that is going well with your child's learning and agreeing on next steps. Bookings for Parents' Evening will **open online on Monday 3<sup>rd</sup> February at 8pm**. Please contact the school office as soon as possible if you cannot log on to SCOPAY via the school website to make your booking. The appointments will be on **Wednesday 12th February 3.40 – 6.00 p.m. and Thursday 13th February from 5.30 – 8.00 p.m.**

Each appointment with your child's teacher is scheduled to last **five minutes and the children are encouraged to join their parents this time**. You will also have a chance to look at their books. In response to educational research relating to the forms of feed-back which have high impact on pupil progress we are in the process of re-evaluating our approaches to marking and feedback – so you may see some differences in books. Please do talk to your children about how they know what they are doing well and what they need to improve.

If you have any queries which you feel cannot be answered within this allocated time, please make an alternative appointment before or after school. Please note that due to time constraints, teachers can allocate only one appointment per child. If parents are unable to come together for any reason, an appointment may be made for the second parent on another occasion, at a mutually convenient time.

For appointments in the Infants please make your way to the Infant hall. For appointments in the Juniors please wait outside the classroom.

Yours sincerely

Mrs S Lewis

Confidently Me    Belonging Together    Challenged to Contribute



Artsmark  
Silver Award  
Awarded by Arts  
Council England

