



**WOOD FOLD
PRIMARY SCHOOL**

Green Lane
Standish
Wigan
WN6 0TS

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15th March 2021

Dear Parent / Carer,

You are invited to attend Parents' Evening on **Wednesday 28th April 2021 via Teams**, to discuss your child's progress towards their targets this year. We would encourage you to involve your child in the meeting so that they may also be part of the discussion.

School reports will be distributed on Monday 26th April and will form a reference point for the discussion. We have slightly amended the report format for this year, and instead of stating a judgement as to where your child is working (emerging / working within or secure) it will state whether your child is 'not on track', 'on track' or 'potential to exceed' in relation to the end of year expectations. We are hoping that this will make it easier for parents to understand the information that is given to you without the use of a numbered system. If your child is 'not on track', information will be given on the report and discussed in parents evening as to the support your child is being given to help them to get back on track.

Parents will be allocated 10 minutes for each child. If further discussion is needed, a subsequent appointment can be made. We will be using 'School Spider' for the first time to book parents evening slots; once you have selected your time and completed the booking process this will be your allocated time and other parents will not then be able to choose it. Please remember to make a note of the time.

If you have not yet registered for School Spider then please do so as soon as possible. As the initial registration invitation that was sent out in February will have expired, you will need to register by following the link <https://parents.schoolspider.co.uk/auth/login>. Your user name will be your email, choose Wood Fold under school and then click on 'Forgot Password'. You will then be sent an e-mail to complete the registration.

Please be aware that these meetings will be scheduled on your child's school email account as these are all set up on the Teams system, and this will avoid any errors with email addresses. The only exception to this is where 2 appointments are required for the same child, in this case an alternative email address can be used; please email enquiries@admin.woodfold.wigan.sch.uk with the address. Please ensure that you know your child's email address and password before the day of your parents evening slot. If you need help with this, please let the class teacher know.

The booking system will open at 8.00 am on Wednesday, 17th March, and will close at 8.00 pm on Wednesday, 24th March. Your child's teacher will then send you a Teams invitation for the time of your slot.

Yours sincerely,

Mrs R Gough
Headteacher

