



9th November 2018

Dear Parents and Carers,

Broadstone Middle School Book Look

We are writing to invite you to our "Book Look" evening on Tuesday 20th November 2018 from 3.30pm to 6.30pm.

This evening will be an opportunity for you to come in and look at your child's learning in their books. Teachers will be available throughout the entire evening. There will be no fixed appointments but teachers will be available for brief conversations and discussions regarding the content of the learning in your child's books or any concerns raised.

Following this evening, if you feel it is necessary to have a more formal, personal or in-depth appointment with a teacher, you will be able to sign up for an appointment which will take place on Thursday 22nd November 2018, between 3.30 pm and 6.30 pm.

Regular communication with you and the form tutor, we feel, is a great way to keep lines of communication open and hopefully address any issues at an early stage.

We would always encourage parents to be in contact with us as soon as they have any concerns and not wait until there is a parents evening before they feel they can meet with staff. Hopefully the email contact will support this open way of working.

As always, we are very appreciative of any feedback so that we can ensure that we develop this valuable opportunity to be as effective as it possibly can be. During this evening, you will have the opportunity to complete a questionnaire about 'Responsive Assessment and Feedback' and in the office area will be our comments book for any comments you wish to make about your experience during the book look evening. Our staff greatly appreciate any feedback you can provide to continually improve as a school.

Yours sincerely,

Miss J Palmer
Teacher in Charge

