



**WEST BOROUGH**  
PRIMARY SCHOOL

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Headteacher Mrs Ashley Crittenden BEd Hons NPQH

15<sup>th</sup> October 2018

Dear Parents/Carers

The Learning Conferences (TLCs) next term will be held on Tuesday 6<sup>th</sup> and Wednesday 7<sup>th</sup> November.

Our first Learning Conference will be a meeting between the teacher, child and parent/carer to discuss how your child has settled in to their new class this year. You will gain a clear understanding of exactly how your child is achieving at school and what they need to improve further. This will enable you to support them with the next steps in their learning. A TLC booklet will be shared and signed during the conference. To enable you to engage fully with the TLC process, a crèche will be available for siblings in the Acorn Room. The school's open door policy allows for any other issues to be discussed as they arise, not during this time.

We are trialing a new online booking system, which should make the booking process smoother and more efficient.

You can log in and book an appointment from 6am tomorrow morning (Tuesday 16<sup>th</sup> October)

<https://westborough.parentseveningsystem.co.uk/>

Please enter the exact spelling and format of your name, email address, your child's name and date of birth that you gave us when you registered your child for the school. This is what has been entered into our system.

If you have any problems with this, please contact the school office who will be happy to help you log on, or will book an appointment for you.

The time you book will be the time you meet with your child's teacher. We would like you to arrive 10 minutes prior to this time to look through your child's books.

We look forward to seeing you on either the 6<sup>th</sup> or 7<sup>th</sup> November.

Yours sincerely,

Mrs Ashley Crittenden  
Headteacher