

Information about Parents Evenings at Meden

Appointments are made by parents online, a separate letter will be sent to you explaining how to make appointments. Slots during peak times (5pm to 6pm) tend to go first so please book early.

When you arrive, please sign in at reception where a Meden member of staff will greet you. On arrival you will be given a plan of the rooms for the evening, telling you where staff are located along with a short guide that includes example questions you could ask.

Each slot is 5 minutes long which allows for about a three – four minutes discussion and then some travel time. We have asked staff to stick to these times. We recommend you leave a gap of 5 minutes between each appointment so that you have time to move from one room to another. If you feel you need a longer appointment, it may be more appropriate to make one, at another time separate to the Parents' Evening.

We would ask you to understand that if you have not made an appointment with a teacher or miss an appointment time, it may not be possible to "slot" you in as this is often a reason for timings going adrift. If you arrive late, please go to the next full appointment. Member of the senior leadership team, including the SENCO will be available on a drop in basis between subject appointments. Whilst all staff are expected to attend parents' evenings we would ask you to understand that sometimes members of staff are unavoidably absent. In this case, their name will be listed at the entrance. Parents can contact these members of staff through the school email if they wish to arrange a telephone or face-to-face appointment.

Before the parents evening ask your child about how each subject is going. This gives you some points to raise with the teacher. Once you've sat down with each teacher, it's useful to see if your child's sense of how they're doing matches their teacher's. Please see overleaf for example questions to ask teachers during your appointments.

