

15th October 2024



Dear Parents/Carers,

Thank you to the parents who attended the first PINS meeting. It was fantastic to see you there.

At the initial meeting, several key points were discussed and together we came up with some key focus areas:

- Relationships with class teachers
- Transition between classes and phases
- Consistency between different members of staff
- Awareness of teaching strategies and how to support children with their homework

Within the meeting, a discussion was had around Parent's Evenings and what information you would like class teachers to share. To make impactful change, we decided to add in an additional meeting to address this before the upcoming autumn term Parent's Evening.

This will be held on:

Tuesday 22nd October @ 2:00pm and this is in addition to the original 3 meetings that were proposed at the start of the project.

Please see the updated timeline below:

Meeting Focus	Date	Action
Meeting 1 –to discuss coproduction and identify what is working well and what can be improved.	1 st October	List of focus areas chosen; additional meeting date added to the diary to discuss Parent's Evening.
Meeting 2 – Additional meet with parents/carers, SENDCO (Mrs Gollick) and SEND Governor (Claire Nock) to discuss Parent's Evening	Tuesday 22 nd October 2:00 – 3:00	
Meeting 3 - Parents/Carers to meet with the above people named and the Headteacher to discuss the findings of what can be improved and what we can do to change these and how this will implicate school policies and practice.	Tuesday 3 rd December 1:30 – 3:00	
Meeting 4 – Review of what has been implemented. Has it	Tuesday 11 th February 9:00-10:30	

worked well? Does anything need changing?		
Meeting 5 – Celebration Event. Coming together with other parent/carers from other schools who have also taken part in the project.	Date, time and Venue to be confirmed closer to the time.	

If you were unable to attend the first meeting and would still like to be a part of the project, please join us at the next meeting. We would love to see you there.

Yours Sincerely,

Mrs Gollick

Year 3/4 teacher and SENDCO