



Northborough Primary School

Headteacher: Mr A Pattison

Deputy Head/SENDCO: Mrs A Jackson

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24/02/2026

Dear Parents and Carers,

This term, we will be holding parents' evening appointments via Teams **OR** in person at school. You need to pick **one appointment only**, either via Teams or in person at school. Please do not book both. Appointment dates and timings are outlined in the table below

We hope by offering a combination of virtual and in person appointments, we capture the requirements of as many families as possible.

From experience we know that virtual meetings enable parents the flexibility of connecting in more than one location; it eliminates travelling time; it allows working parents to attend; parents can avoid arranging alternative childcare; separated families can attend the same meeting without distress.

CLASS	ONLINE VIA TEAMS	FACE TO FACE IN SCHOOL
EYFS, Year 1 & Year 2	Thursday 19th March	Wednesday 18th March
Year 3, 4, 5 & 6	Thursday 19th March	Tuesday 17th & Wednesday 18th March
SENDCO	Mrs Jackson will be available on Wednesday 18th 3.45-5pm if you would like a brief informal conversation.	
Book looks (all classes)	You will be welcomed in to class to view your child's books on Thursday 12th March 3.30 - 4pm	

Appointment booking will be online via the school website. For families new to the school and less familiar with this process, booking information can be found as follows:

[Northborough Primary School - Parents' Evenings](#)

We politely ask families from more than one household to liaise before booking an appointment time; please only book **one** appointment per child, **not one per parent**. If there are circumstances the school is aware of where an appointment cannot be attended together, teachers will offer both parents an appointment.

The website will go live on Thursday 26th February at 10am.

Meetings will last no longer than 10 minutes – we ask parents respect the appointment time.

Teams links will be sent out via ParentPay during the first week in March.

If you are going to have difficulty accessing a device and using Teams or are unable to come into school, we can offer a telephone meeting. Please be aware however of the difficulty of this service, as we only have one portable phone and one school telephone line.

The focus of the meeting will be to discuss:

- your child's wellbeing;
- reflections and progress;
- and the teacher's ongoing assessment of their progress to date.

If you have any queries, please do not hesitate to contact the school.

Kind Regards,

A. Pattison

Mr Pattison
Headteacher

A. Jackson

Mrs Jackson
Deputy Head/ SENDCO