BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY

CEO/Executive Headteacher: Mrs S J Moore

Head of School: Mrs L Jordan

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Sandown Drive **Tel: 01778 426968**

Bourne

24th June 2025

Dear Parent/Carer

FOUNDATION STAGE REPORT MEETINGS

We can't believe that your child will soon come to the end of their time in Reception! As you know, some of their learning experiences have been recorded in Tapestry, our online learning journal. You will receive a link to a .pdf version of the journal at the end of the year.

We would like to discuss your child's learning journey and report with you and, as you are aware from the dates for diaries, have arranged a day when your child's class teacher will be available for appointments with parents/carers. Please note that appointments will take place in school on **Tuesday 1st July 2025.**

Session times are from 8.45 a.m. – 4.15 p.m. and access will be through the front office.

Please note that appointments for these meetings will be available through ParentMail only. You will be able to book your appointment from your smartphone, tablet or computer.

Bookings will open at 7.00 p.m. on Wednesday 25th June 2025. You will be alerted once the booking system is open and will then be able to select the time that is convenient for you. It's all very straight forward but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/. **Bookings will close 24 hours prior to the first appointment.**

Please note that you will have to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

To ensure that staff are able to keep to their appointment times and not keep parents/carers waiting, meetings will be limited to a maximum of 10 minutes. If there are still items to be discussed, then a follow-up appointment will be made.

If you have any queries about the process, please don't hesitate to contact the school office on 01778 426968 or by email on BEP.enquiries@abbeyacademies.co.uk.

Yours sincerely



Mrs L Jordan
Head of School