



Dear Parents and Carers

Family Learning Conferences
Tuesday 3rd and Thursday 5th February 2026

Dear Parents and Carers,

Family Learning Conferences (formerly Parents' Consultation Evenings) will take place at Halsford Park on:

- **Tuesday 3rd February:** 3.30pm–6.30pm
- **Thursday 5th February:** 4.00pm–7.00pm

Each meeting will last **10 minutes**.

Family Learning Conferences for children with an **Individual Learning Plan (ILP)** will take place during the week beginning **9th February**. These appointments will last **20 minutes** to allow time for review and discussion. Only one meeting is required. Children with a **Provision Document** will not need a longer appointment unless advised by their class teacher.

These meetings take place in your child's classroom, allowing them to share their learning environment and work with you. Please arrive **10 minutes before** your appointment so your child can show you their books. If a longer discussion is needed, a separate appointment will be arranged to ensure meetings run on time.

Where possible, we ask that **separated parents attend the same meeting**. If this is not possible, please speak to the class teacher, who will try to arrange an alternative appointment. If your child requires alternative arrangements, please contact the class teacher as soon as possible.

We will continue to use our online booking system. Please keep to your allocated time and allow sufficient time between appointments if you have more than one child.

- **Main bookings open:** Thursday 22nd January at 8.00pm
- **Close:** Thursday 29th January
- **SEND (ILP) bookings open:** Wednesday 28th January at 8.00pm
- **Close:** Thursday 5th February
(Some SEND appointments may take place during the school day.)

After closing dates, please contact the School Office to make changes.

If you would prefer a **traditional parents' consultation** without your child present, you will be able to make this clear when booking.

Please book your appointment at:

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

Login with the following information:

Your Title

Your First Name

Your Surname

Your e-mail address

Student's First Name:

Student's Surname:

Date of Birth

If you do not have internet access, the School Office will be happy to assist.

We look forward to seeing you at the Family Learning Conferences.

Yours sincerely

Claire Spencer- Headteacher