Halsford Park Primary School
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Mrs Claire Spencer – Headteacher

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19th October 2026

Dear Parents and Carers,

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

The Family Learning Conferences (previously Parent's Consultation evening) will be on Tuesday 3rd November from 3.30pm - 6.30pm and Thursday 5th November from 4.00pm - 7.00pm at Halsford Park. Each meeting will last 10 minutes.

Family Learning Conferences for children with an Individual Learning Plan will be during the week of the 9th November. As Individual Learning Plans need to be reviewed and written, SEND appointments will last 20 minutes. Please note, you will only need to have one meeting. Any children with a Provision Document will not require a longer meeting unless advised by their child's class teacher.

Your child's contribution is very important and we want to provide the best opportunity for them to share their learning with you. We have found the best environment for holding these meetings is in their classroom. This will enable your child to show you around their classroom and explain how they use their learning environment to support their understanding. Your child will also be able to show you their books.

For your Family Learning Conference, please arrive ten minutes prior to your appointment in order for your child to show you their books. The Family Learning Conference with the teacher and your child will last 10 minutes. If during this time it becomes clear that a more detailed discussion is required, the teacher will ask to make another appointment on a different date. This is to ensure that they do not run late for other parents and to give you the time you need.

Please can I request that wherever possible, separated parents attend at the same Family Learning Conference. If this is not possible, the class teacher will try to arrange a separate Family Learning Conference opportunity. This may need to be on an alternative date, and I know this is a delicate issue, but your co-operation is much appreciated as we all have your child's best interests in mind.

If there are compelling reasons why your child may require alternative arrangements, in order for the Family Learning Conference to be effective, please speak to your class teacher as soon as possible.

As in previous years, we will continue to use our online booking system. We ask that all parents and carers keep to their booked time to ensure that meetings run to time. If you have more than one child in the school, please allow sufficient time between appointments to ensure that you can walk to the next appointment. The appointment system will open at 8pm on Tuesday 20th October and close on Monday 2nd November. Should you wish to make any changes after this date please contact the School Office.

Please note that as Family Learning Conferences for children on our SEND register with an Individual Learning Plan will take place the following week, the booking for SEND appointments will open on Monday 26th October at 8pm and close on Thursday 5th November and some appointments will take place within the school day. Should you wish to make any changes after this date please contact the School Office.

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If you would prefer a more 'traditional' parents consultation evening, where your child would not be present when you talk to their teacher, this will be available to you if you prefer. You can make this clear when you book your appointment on the booking system.

Please visit https://halsfordpark.parentseveningsystem.co.uk to book your appointments.
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 access to the internet, please contact the school office who will assist you in making an appointment.

We very much look forward to seeing you on these evenings.

Yours sincerely



Claire Spencer- Headteacher