



Telford Junior School

Telford Avenue, Leamington Spa, Warwickshire, CV32 7HP

RICHARD SIVITER BSC. (HONS) HEAD TEACHER

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November 2025

Dear Parents/Carers,

Parents/Carers' Learning Reviews - Autumn Term 2025

I should like to invite you to attend a parents/carers' appointment to meet with your child's class teacher and discuss how they have settled into their new class and the early progress they have made with their learning at this stage in the school year.

Teachers will do their best to accommodate your preferred day and time, but please understand that this may not always be possible, in view of the number of appointments they are scheduling. The number of appointments also means that their length is restricted to 10 minutes. Please help teachers run their schedules successfully, by being mindful of the need for your meeting not overrunning.

Face-to-face appointments will be scheduled over two evenings:

- **Wednesday 26th November 2025, 4.00 – 6.30 pm**
- **Thursday 27th November 2025, 4.00 – 6.30 pm**

If you would like a virtual meeting, via Microsoft TEAMS, please indicate by ticking the box below. The meeting may be scheduled for a different day to the above mentioned. Microsoft TEAMS meetings will be run through your child's school email account. Teachers will send you a TEAMS invite to their email address. If you experience difficulties logging on, please email the teacher to alert them.

We look forward to meeting with you shortly.

Kind regards,
Richard Siviter (Head Teacher)

Parents/Carers Learning Reviews - Autumn Term 2025

Name of child: _____ Class: _____

Preferred appointment day / format (tick box to indicate preference):

Wednesday 26th November, 4.00 – 6.30 pm - 'Face-to-face' meeting ☐

Thursday 27th November, 4.00 – 6.30 pm - 'Face-to-face meeting' ☐

Microsoft TEAMS meeting ☐

Please send your completed slip back into school with your child, to hand in to their class teacher.

