



**Glan Llyn Primary School**  
Ysgol Gynradd **Glan Llyn**

Headteacher/Pennaeth: Mrs J Richards

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Monday 13<sup>th</sup> November 2023

Dear Parents/Carers,

### **Parent-Teacher Reflection Meetings – November 2023**

Thank you to all who attended the Open Doors sessions last week. We hope you enjoyed having the opportunity for your child to celebrate their learning and progress with you. Following these sessions, we will now be holding parent-teacher reflection meetings in the week commencing **Monday 20<sup>th</sup> November**. Your child is welcome to attend this meeting with you. Please note that some LRB meetings may have already been held and others will be arranged separately. Due to staff absence, unfortunately Year 2 meetings have been postponed to week commencing 11<sup>th</sup> December.

The 10-minute appointment will give you the chance to discuss your child's wellbeing and progress with the class teacher and to agree on any support and next steps for the rest of the school year. As always, staff will need to keep strictly to allocated times so that all parents/carers are able to attend their allocated meetings on time. On the day of your appointment, please enter via the main school office area and head to your child's class.

***All appointments will be arranged through our online booking system. You will be sent a link to book your slot and the booking system will open at 8am on Tuesday 14<sup>th</sup> November.***

We welcome your reflections and queries prior to this meeting, and we will send the attached feedback form for you to return to us ahead of your scheduled meeting. Please send these back to school by **Monday 20<sup>th</sup> November**. Staff will then be able to ensure that the reflection meetings are focussed and tailored to answering any specific queries that you may have on wellbeing and progress within the short time that is allocated.

*Cofion cynnes / Kind regards,*

*J. Richards*

*Mrs J Richards  
Headteacher*

**Preparation for Parent-Teacher Reflection Meetings – November 2023**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

***Wellbeing***

*How is your child's overall wellbeing?  
Do they feel happy in school and about their learning?*

***Progress in Learning***

*How do you feel your child is progressing with their learning?*

***Next Steps***

*What do you feel your child needs next?*

***Any additional comments or queries?***

***Please return this form directly to the class teacher by Monday 20<sup>th</sup> November. Thank you.***