



Stanhope Barrington C of E
Primary School

Westcroft

Stanhope

Bishop Auckland

Co Durham

DL13 2NU

Head Teacher: Mrs D Cross

School Number 840 3087

Tel: 01388 528218

Email: admin@stanhopebarrington.org.uk

Website: <https://www.stanhopebarrington.org.uk/>

Dear Parent/Carer

14th November 2024

Re: Parent/Carer Appointments

I am writing to let you know that we are updating the way we arrange our Parent/Carer Appointments by taking advantage of new electronic systems.

Parent/Carer appointments will take place week commencing Monday 25th November 2024.

Early next week you will receive a letter which will give instructions on how to book an appointment electronically through our school website. It is a much quicker and more effective system and will drastically reduce the administrative burden on our teachers.

It will also allow parents/carers with siblings to instantly book appointments with different teachers on the same day at convenient times (so long as those slots are still available).

If you do not feel confident in using this new system then you can ring Mrs Gurbillon (Business Manager) who can book directly for you.

Not every parent/carer chooses to attend these appointments and some do not feel it is necessary, however, if you are late booking your slot and all of the available appointments are booked please let Mrs Gurbillon know and alternative arrangements can be made with individual teachers.

If you are unable to attend appointments on the allocated days, an alternative date and time will only be offered if there is an issue to discuss or significant reason to do so. The reason for this is teacher workload and worklife balance. We need to ensure that they are not working later than normal for weeks to facilitate appointment times. I know you will all be mindful of this and will make every effort to ensure your appointment takes place in the allocated week – thank you.

If your child is on our SEND (Special Educational Needs & Disabilities) register, you will be invited to a review meeting in the next few weeks with myself (and the Class Teacher if possible) to discuss and review your child's Support Plan for the Autumn Term. Please note that the

Durham and Newcastle Diocesan Learning Trust is a company limited by guarantee (company number [10847279](#)) and exempt charity registered in England and Wales at Cai Building, Coble Dean, Royal Quays, North Shields. NE29 6DE



Parent/Carer appointment and the SEND Review meeting are two different meetings where different information will be discussed.

We are confident that this new system will be far more effective and is very user friendly but we welcome any feedback once you have used the system so that we can make a decision about continuing to use it in future or whether we need to find an alternative system.

If you have any problems or questions please do not hesitate to contact either myself or Mrs Gurbillon in the school office.

Yours sincerely

Mrs D Cross

Mrs D Cross
Head Teacher

Durham and Newcastle Diocesan Learning Trust is a company limited by guarantee (company number [10847279](#)) and exempt charity registered in England and Wales at Cai Building, Coble Dean, Royal Quays, North Shields. NE29 6DE

