



**Billingshurst Primary School**  
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21 February 2024

Dear Parents/Carers

### **Extended parent consultations for those on the SEND register**

This term we are holding the extended parent consultations (EPCs) during the weeks commencing Monday 4<sup>th</sup> March and Monday 11<sup>th</sup> March.

Once again, we will be inviting your child to attend the meeting to share their Pupil View. The EPC will be a 20-minute appointment, with the exception of those with an Education, Health and Care Plan (EHCP) or those undergoing an Education, Health and Care Needs Assessment (EHCNA), who will have a 30-minute appointment. We do encourage you to attend, but if you are unable to do so, the meeting will still take place in your absence and your child's progress will be reviewed. All children's reviewed ILPs and new targets will be sent home following the meetings, so you will still be advised of your child's progress.

We will be holding the meetings face-to-face at school. There will be the opportunity for you to view a selection of your child's books, including their Practice Book where they practise their ILP targets. There are options of appointments during the school day or after school to offer more flexibility to working parents.

You will need to log in to our booking system in order to make the appointment. To do this, please follow these instructions:

Please go to <https://billingshurst.schoolcloud.co.uk/> to book your appointments and remember to come to the school office to sign in ahead of your appointment.

If you have not used the system before, you will need the following information in order to log in:

Child's first name  
Child's last name  
Child's date of birth

The system will be live from **Wednesday 21<sup>st</sup> February at 7pm until Thursday 29<sup>th</sup> February at 4pm.**

If you are unable to use the booking system for any reason, please call the school office.



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The appointment timetable is as follows, and you can only book an appointment on the morning / afternoon / after school shown for your child's class:

### EPC Timetable Spring 2024

Week commencing 4 <sup>th</sup> March 2024				
	Monday 4 <sup>th</sup> March	Tuesday 5 <sup>th</sup> March	Wednesday 6 <sup>th</sup> March	Thursday 7 <sup>th</sup> March
Morning	9.30-10.30 Nepal 10.50-11.50 Brazil 12-12.30 Morocco	9.30-10 Ireland 10.20-10.50 Scotland 11.10-12.30 Japan	9.30-10.50 Cambodia 11.10-12.30 Madagascar	9.30-10.10 Wales 10.30-12.10 Russia
Afternoon	1-2 Netherlands 2.20-3.20 Germany	1-2.30 Italy	1.20-3.20 Egypt	1-2.30 Spain
After school To finish by 5pm	3.30 onwards Japan Madagascar Wales France Cambodia	N/A	3.30 onwards Nepal Morocco Spain Chile China	3.30 onwards Argentina Scotland Greece

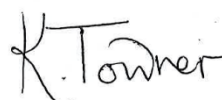
Week commencing 11 <sup>th</sup> March				
	Monday 11 <sup>th</sup> March	Tuesday 12 <sup>th</sup> March	Wednesday 13 <sup>th</sup> March	Thursday 14 <sup>th</sup> March
Morning	9.30-11 Maldives 11.20-12.20 Argentina	9.30-10.30 Chile	N/A	N/A
Afternoon	1-1.40 Greece 2-3 France	1.30-3 China	N/A	
After school To finish by 5pm	3.30 onwards Maldives Brazil Russia Germany Ireland	N/A	3.30 onwards Italy Egypt Netherlands	

If there is anything you would like the teaching team to know before the meeting, please email this information to [oholmes@billingshurstprimary.org.uk](mailto:oholmes@billingshurstprimary.org.uk)

Yours sincerely,



Mrs T. Alford  
SENDCo and Assistant Head



Mrs K Towner  
SENDCo and Assistant Head