



Oughtibridge Primary School

Naylor Road, Sheffield, S35 0HG | tel: (0114) 286 3167
email: enquiries@oughtibridge.sheffield.sch.uk | web: www.oughtibridgeschool.co.uk
Headteacher: Helen Adams | Deputy Headteacher: Gemma Shelton



8.10.2025

Dear Parents and Carers

Progress Meetings, Tuesday 4th November and Thursday 6th November

I would like to invite you to attend our Parents' Evening meetings on Tuesday 4th November, or Thursday 6th November. All meetings will be face to face with your child's class teacher at school.

We are using the Peak edge app to book all appointments as it allows you to choose your own appointment times with teachers, you will then receive an email confirming your appointments. All appointments will be with your child's class teacher and one appointment can be booked per child. Each meeting will last 10 minutes, when booking please allow 'travel' time between your next appointment. The meetings will take place in your child's classroom with waiting areas in the Coumes Hall for infants and Don Hub for juniors. Y3 teachers will be based in their classrooms with the cloakroom as their waiting area. FS2 parents will wait in the entrance area in FS2 which is accessed via the door at the end of the path external to the playground.

Only the main gate at Naylor Road and the gate near FS2 will be open to ensure the safety of the children attending Larks and Foxes.

SEND meetings

If you normally have a send review with Mrs Doxford, all appointments will be sent out by the end of next week.

Appointments can be made on a first come first served basis from **Monday 13 October at 6pm** and will close **Monday 20th October**. Should you wish to make any changes after this time, please contact the school office.

Appointments can be booked via the peak edge app. Please see attached link for instructions.

[\(PEMS\) How to book appointments for an Event as a Parent/Carer – Weduc](#)

(If using the link above please go straight to step 2 or 3)

When making your booking you can use the comment box to add any messages for the teachers, such as if you would like to raise something in particular e.g. Reading, friendships etc.

If you have any issues, please contact the school directly.

Yours sincerely

Mrs Helen Adams





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Headteacher

