



Headteacher
Mr. Dale Bateman

Coopersale and Theydon Garnon C. of E. V.C Primary School

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Thursday 10th October 2019

Parents' Consultation Day – 23/10/19 – Early Closure of School Notice

Dear Parents,

**Parent consultations will take place for all year groups across our school on:
Wednesday 23rd October 2019**

PLEASE NOTE THAT THE SCHOOL WILL BE CLOSING AT 1.15PM ON THIS DAY!

Following your consultations, if you would like an appointment to see Mrs. Smart (SENCo), then please arrange this with the school office or on the day with your class teacher.

This is an opportunity for you to come into school and look at your child's work and meet with their teacher to discuss progress, actions and attitudes towards their learning.

We will of course try and arrange an appointment time to suit you and we do try and ensure consistency with siblings.

Could you please indicate on the form attached your preferred time for a meeting, and return the slip to the school by **Tuesday 15th October 2019**, so that the staff can arrange convenient times for everyone. Please indicate which class any siblings are in (if any) as this will help the teachers to ensure there are no clashes of times. We will send out a slip confirming your appointment time on **Wednesday 16th October 2019**, so please check your child's book bag.

If we are unable to give you the appointment time you requested (some sessions are always more popular than others), or if you are unable to attend any of these sessions, please contact your child's class teacher who will be more than happy to arrange to see you on another occasion.

We look forward to seeing you.

Yours sincerely,

Mr. D. Bateman
Headteacher

PARENTS' CONSULTATION REPLY SLIP

Parent Consultations will take place on:
Wednesday 23rd October 2019, 1.30pm to 7.30pm

- I/we will be able to attend
- I/We would prefer the following times (*you can circle as many preference slots as you wish*):

1.30-3:00pm 3:00-4:00pm 4:00-5:00pm 5:50-6:30pm 6:30-7:30pm

Please note that the staff are having a shared break between 5.10 and 5.50pm – therefore no appointments will be made in this period.

Childs name: _____ class: _____

Name/s of siblings:

_____ Class: _____

_____ Class: _____

_____ Class: _____