

AC/CLW

3rd October 2014

Dear Parents

Teacher - Parent Consultations

Teacher - Parent Consultations will be taking place shortly. The dates and times for all classes are as follows:

Monday 20th October 2014 **3.30 - 6.00 p.m.**

Tuesday 21st October 2014 **3.30 - 6.00 p.m.**

The emphasis of these meetings is on how your child is settling into his/her new class.

Teachers will be available for a **slot of 10 minutes by appointment only**. Every effort will be made to fit you in at your preferred time. If none of these times suit, please contact the teacher to make another appointment at a mutually agreed time.

We would very much appreciate it if you would indicate on the slip below, your 1st and 2nd preference for these meetings. Please return the slips to school by **Friday 10th October** at the latest; to allow teachers to let you know which 10-minute appointment time you have been allocated. We will try to ensure that parents with children in more than one year group are given appointment times close together to avoid too much waiting.

School places a very high emphasis on Teacher - Parent Consultations and partnership, and we look forward to seeing you on one of these days. To get the best from these meetings, please make arrangements so that you can speak to the teacher without children being present.

Yours sincerely

Mrs A Crawshaw
Headteacher

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I/We will/will not be attending the Teacher/Parent Consultation meeting.

Name of child:

Signature of Parent:

A 10 minute slot between these times	Monday 20 th October 2014	Tuesday 21 st October 2014
3.30 - 4.00 p.m.		
4.00 - 4.30 p.m.		
4.30 - 5.00 p.m.		
5.00 - 5.30 p.m.		
5.30 - 6.00 p.m.		

CLASS:

DATE: MONDAY 20th OCTOBER 2014

TIME	NAMES	COMMENTS
3.30		
3.40		
3.50		
4.00		
4.10		
4.20		
4.30		
4.40		

4.50		
5.00		
5.10		
5.20		
5.30		
5.40		
5.50		
6.00		

CLASS:

DATE: TUESDAY 21ST OCTOBER 2014

TIME	NAMES	COMMENTS
3.30		
3.40		
3.50		
4.00		
4.10		
4.20		
4.30		
4.40		

4.50		
5.00		
5.10		
5.20		
5.30		
5.40		
5.50		
6.00		