



MARLBOROUGH PRIMARY SCHOOL AND NURSERY

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24th January 2018

Dear Parent/Carer,

RE: Parent/Teacher Consultations

We write to remind you that our Spring Term Parent/Carer Consultations are scheduled for **Wednesday 7th February 2018**.

These important meetings provide Parents/Carers with the opportunities to view their child's learning, discuss their progress, identify learning targets and raise any issues and/or concerns with the class teacher.

Please note that this means that the school day will end at **1.30pm** on **Wednesday 7th February 2018** and that consultations will take place between **2.30pm** and **7.00pm**. Please ensure that your child is collected **promptly** at **1.30pm** in order to allow all class teachers to set-up and prepare for their appointments. Children attending Marlborough Minders will be supervised by designated teaching assistants until Marlborough Minders staff collect them.

Please be aware that our Nursery Parent/Carer Consultations will take place throughout the day on **Thursday 1st March 2018** and therefore the Nursery will remain closed on that day. This means that the morning and afternoon Nursery sessions will run as usual on **Wednesday 7th February 2018**.

Please note that Mrs Gill, Mrs McKeever and myself will be available in the hall along with our specialist PE teacher Mr Needham and Learning Intervention teacher Mrs. Chakraborti. In addition, Mrs Burdett will be available to meet with parents/carers of children who attend our SpLD Centre.

Since the consultations are for Parents/Carers and teachers, we would be grateful if you could avoid bringing your children on this occasion. If this is not possible, then Marlborough Minders have kindly offered to provide crèche facilities for the duration of your appointment, for children of Reception age and above, between **5.30pm** to **7.00pm**, however places may be limited and are subject to a small charge of £1 per child.

Parent/Carer Consultation appointments can be made via our Online Booking System www.scopay.com which will be made live at **7.00pm** on **Wednesday 31st January 2018** and will close at **9.00am** on **Wednesday 7th February 2018**.

Thank you for your continued support.

Yours sincerely,

G.R. Murrell

GR Murrell (Headteacher)