

AC/CLG  
13<sup>th</sup> March 2018

Dear Parents

**Teacher - Parent Consultations**

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

Monday 26<sup>th</sup> March 2018            3.30 - 6.00 p.m.  
Tuesday 27<sup>th</sup> March 2018        3.30 - 6.00 p.m.

The emphasis of these meetings is how your child(ren) has/have progressed so far this year.

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 and it would be appreciated if you would keep to this allocated time to avoid other parents waiting at the end of the evening. If you feel that you need to discuss issues at greater length, please make a separate appointment at a mutually convenient time.

Please indicate on the slip below, your 1st and 2nd preference for these meetings and return the slips to school as soon as possible, at the latest **Monday 19<sup>th</sup> March**; 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.

This year the PTA will be available in the hall to supervise children during parent teacher consultations.

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 26 <sup>th</sup> March	Tuesday 27 <sup>th</sup> March
3.30 - 4.00 p.m.		
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