



MARLBOROUGH PRIMARY SCHOOL AND NURSERY

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5th October 2018

Dear Parent/Carer,

RE: Parent/Teacher Consultations

We write to remind you that our Autumn Term Parent/Carer Consultations are scheduled for **Thursday 18th October 2018**.

These important meetings provide Parents/Carers the opportunity 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 **Thursday 18th October 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 also take place throughout the day and therefore Nursery will remain closed for all Nursery pupils.

Please note that Mrs McKeever and myself will be available in the school hall along with our specialist PE teacher Mr Needham. 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.

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 10th October 2018** and will close at **9.00am** on **Wednesday 17th October 2018**.

Thank you for your continued support.

Yours sincerely,

Mrs. K. Gill
Head of School