6th February 2019

Dear Parents,

PARENTS’ CONSULTATION EVENINGS – SPRING 2019

I am sure you are aware that our next round of parent teacher consultation evenings for this academic year will take place shortly after half-term on:

- Wednesday 27th February, 4.00 - 7.00 pm
- Wednesday 6th March, 4.00-7.00 pm

Each appointment is scheduled to last no more than ten minutes. Please complete the attached pro-forma, indicating your preferred appointment time. We will endeavour to ensure appointments for parents with more than one child at the school are coordinated. **Please return your completed slips to school by Monday, 11th February at the latest.** This will enable us to allocate appointments and advise you of your appointment time. **Please complete a separate pro-forma for each child.**

Parents of children in Yrs1-6 are invited to arrive at school 10 minutes ahead of their appointment time to view your child’s books and work.

Children in years 3-6 are encouraged to attend the consultations with their parents. However, if you have a matter that you wish to discuss with the teacher without your child being present, please let the teacher know and we will accommodate this request and either see you alone or ask the child to leave part way through the discussion. We hope you will take the opportunity to discuss the progress of your child at these important meetings.

With thanks for your continued support,

Phil Jackson
Head Teacher

Parent Teacher Consultations - Please return this slip to your child’s class teacher by Monday, 11th February

<table>
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<tr>
<th>Child's Name:</th>
<th>Year:</th>
<th>Class Teacher:</th>
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Your appointment is confirmed as: __________________ on Wednesday 27th February/Wednesday 6th March

(To be completed by the class teacher and returned to parent(s))

Parents of children in Yrs1-6 are invited to arrive at school 10 minutes ahead of their appointment time to view your child’s books and work.