

Date: 07 February 2018

Dear Parent/Carer

Parent/Teacher Consultation – Years 1 - 6

Parent/teacher appointments are being held on **Thursday 22 February** (3.20pm – 5.30pm) and **Tuesday 27 February** (4pm – 7pm). This is an opportunity for you to meet your child's class teacher, to review progress so far this year and to discuss the targets for improving their work. Appointments will be for a duration of 10 minutes.

Teachers will hold their meetings in their classrooms.

I will attend both dates along with Mrs Reid, Senior Leader - Inclusion, who will be available to meet parents in her room. Please indicate on the booking sheet if you would like to meet either of us.

Please complete the attached slip and return it promptly to your child's class teacher. Your child will bring home details of the final appointment time once class teachers have organised timetables for the evenings.

If your child is in Years 1 or 2 and involved in the Indoor Athletics event on 22 February, please note that you will be given first priority for appointments on this date, should this be more convenient for you. It would be helpful if you could indicate this on your reply slip.

If you feel that you need more than the limited time available to speak to your child's class teacher, or you wish to speak about more confidential matters, it would be more appropriate to make an appointment on a separate occasion.

Please note that entry to the school will be through the Penfold Road gates.

Thank you for your continued support.

Yours sincerely

Mrs W Lawson
Headteacher