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Headteacher: Sharon Flowers

*Meeting individual needs...to the best of our ability.*

1<sup>st</sup> April, 2019

Dear Parents,

We will be holding our Parent Consultations for Years 1, 2, 3, 4 and 5 classes on Tuesday 7<sup>th</sup> May and Wednesday 8<sup>th</sup> May, 2019. We shall run an appointment system for all classes.

Would you please be kind enough to fill in the slip below indicating which day and during which 30 minutes slot you would like your 10 minute appointment to be within. Whereas we shall do all within our power to accommodate everyone with a suitable time, we may have to approach a few people and negotiate timings. If you have more than one child in the school (from Years 1 – 5 only), would you please indicate this on the return slip.

If you cannot make either of these occasions, would you approach the individual teachers and arrange an alternative but mutually convenient time to speak to them.

We would like all children from Years 1-5 to accompany their parents to jointly discuss their progress.

I will be available on both evenings (Tuesday up until 5.30pm) for an appointment should any parent wish to see me as well as the class teachers. Please contact the school office to arrange a suitable time.

On each evening, at least one of our Family Workers will be in the reception area. They will be available to assist you with any issues that you may have or just be there for a chat.

**May we kindly remind you not to use the school car park on these visits and to make sure that you collect your children at 3.30pm, even if you have an appointment at 4.00pm, as we cannot supervise them.**

Yours sincerely,

Sharon Flowers  
Headteacher

**Parent Consultation Reply Slip**

Child's name ..... Class .....

I/we shall be attending Parent Consultation on Tuesday 7<sup>th</sup> May/Wednesday 8<sup>th</sup> May.

I/we would prefer an appointment to be made between:-

Tuesday: 4.00 - 4.30 ... 4.30 - 5.00 ... 5.00 - 5.30 ... 5.30 - 6.00 ... 6.00 - 6.30 ... 6.30 - 7.00

Wednesday: 4.00 - 4.30 ... 4.30 - 5.00 ... 5.00 - 5.30 ... 5.30 - 6.00 ... 6.00 - 6.30 ... 6.30 - 7.00

Other children in school (Years 1,2, 3, 4 and 5 only) ..... Class .....

..... Class .....

