

15th January 2018

Dear Parents/Carers

Parent Consultation Meetings

The Parent Consultation Meetings will be held this term on **Monday 5th February, 4.30 - 7.00pm**, and **Tuesday 6th February, 4.00 -6.00pm**. Once again, we will be holding the meetings in the main School hall.

A blank timetable for each class will be posted in the canteen from **Monday 22nd January in the afternoon** and will remain on display **until the morning of Friday 26th January**.

The timetables will offer ten minute appointments and you are invited to write your name and the name of your child against your preferred date and time. If you find that all the time slots have been filled, please contact your child's class teacher directly.

Timetables will be on display for all classes from Year R to Year 6. There will also be a timetable for the Special Educational Needs Department should you wish to arrange a meeting with Mrs Balderson, the school's Inclusion Manager.

The blank timetables will only be available after school, 3.15-3.35pm from Monday 22nd January until Thursday 25th January or before school, 8.45-9am from Tuesday 23rd January, until Friday 26th January. If, when you go to the canteen, a class is being held, please wait until it has finished and the children have returned to the main building. We would also appreciate your consideration as After School Club is held in the canteen from 3:30pm onwards. Thank you.

If you, or your representative, are unable to visit the canteen and would like an appointment please send a note to your child's class teacher stating day and approximate time and we shall try to accommodate your request.

On **Friday 2nd February** parents are welcome to come into class after school (**3.30-4pm**) to look at their child's books in their classroom.

Yours sincerely,



Mrs Green
Headteacher