

05/03/09

Dear Parents/Carers,

Consultation Open Evenings

Monday 16th March – 3.30 – 5.30pm & Tuesday 17th March 2009 – 4.30 – 6.30pm

On the above dates you have the opportunity to discuss your child's progress with his/her teacher. We request that you arrive at least 10 minutes prior to the appointment to enable you to view the learning that your child has been involved in since September. His/her record of achievement folder will also be available, and we ask you to complete a comments sheet during your visit that will be added to the folder.

PLEASE NOTE

If it is felt that further time is needed, or there is a specific problem to discuss, then you will be able to make an additional appointment for a longer meeting. We would ask all parents/carers to keep to the arranged times as difficulties will otherwise be caused for all the parents/carers following you.

We hope you see these evenings as important in supporting your child at this time, as we cannot fully succeed without your help. On the sheet attached, please state a preferred day and time. Your child will then bring home a slip indicating the allocated time for your appointment.

PLEASE RETURN AS SOON AS POSSIBLE, AND BY TUESDAY 10TH MARCH 2009.

Appointment times will be sent out by Thursday 12th March 2009.

Yours sincerely,

**Mrs D Reynolds
Headteacher**

If a particular time slot is not crucial for you, please tick more than one box to give teachers more flexibility in making arrangements. Thank you.

**Monday 16th March
2009**

**Tuesday 17th March
2009**

3.30 p.m. – 4.30 p.m.	<input type="checkbox"/>
4.30 p.m. – 5.30 p.m.	<input type="checkbox"/>

4.30 p.m. – 5.30 p.m.	<input type="checkbox"/>
5.30 p.m. – 6.30 p.m.	<input type="checkbox"/>

N.B. LAST APPOINTMENTS WILL BEGIN AT 5.20 p.m. and 6.20p.m. on Monday and Tuesday respectively.

CHILD'S NAME	CLASS

Siblings in other classes

Sibling's Name	Class

Signed Parent/Carer

PLEASE RETURN BY TUESDAY 10TH MARCH 2009

The Book Fayre will be open during the consultation appointments and after school each night for the week beginning Monday 16th March 2009.