11th October 2017

Dear Parents/Carers

**PARENTS’ CONSULTATION EVENING**

We shall be holding a Parents’ Consultation Evening on **Wednesday 1st November 2017 from 3.45pm to 6.30pm**.

The purpose of the evening is to allow you to meet the staff who teach your child to discuss his/her progress and targets.

Please confine your conversation to **five minutes** in order to give everyone an opportunity to speak with the teacher. If a more lengthy conversation is indicated, the class teacher will arrange to meet with you at a later date.

Will you please return the reply slip to your child’s teacher by **Monday 16th October**. We will then send home an appointment time via your child’s communication diary which will cut down unnecessary waiting on your part.

If you are unable to attend this meeting it is very important that you make an alternative appointment with your child’s class teacher at a mutually convenient time. If you do not arrange an appointment with your child’s class teacher, we will contact you in order to facilitate this.

As a school we recognise the importance of forming positive links and communication between home and school.

We look forward to seeing you on the evening many thanks for your continued support.

Yours faithfully



Mrs S Machin

Academy Principal

**PARENTS’ CONSULTATION EVENING**

**WEDNESDAY 1ST NOVEMBER 2017**

Name of child: .………………………………………………………..…...…Class:……………………………..…

If possible, I would like an appointment between: 3.45 pm – 4.15 pm 4.15pm – 4.45pm

4.45 pm – 5.15pm 5.15 pm – 5.45 pm

5.45 pm – 6.15 pm 6.15 pm – 6.30 pm

Please give details below of any other children you have in school.

Name: ………………………………………………………………… Class: ……………………………

Name: ………………………………………………………………… Class: …………………………….