



2 February 2016

Dear Parents/Carers

Parent Consultation Times – Reception Class

As detailed in recent newsletters, parent consultations will be held during week commencing 7 March 2016.

I have appointments available on

- Tuesday 8 March between 1.00pm and 4.00pm
- Wednesday 9 March between 3.10pm and 6.00pm

It is important that I am able to meet with parents/carers to talk about your child's progress, their targets and how we can work together to ensure they do their very best.

In order that I can try to arrange a time that suits you best, please complete and return the form below to me by Monday 8 February. Your appointment time will then be sent home with your child on Thursday 11 February 2016. I will make sure that your appointment is on the date requested and as close as possible to your preferred time.

Any parent/carer who does not return the reply slip below will be allocated a date and time. If you are unable to attend your appointment please come and speak to me so that we can make alternative arrangements. It is essential that we share information with you about your child.

Yours sincerely

Mrs Sommerville
Reception Teacher

PARENT/CARER CONSULTATIONS – MARCH 2016 – RECEPTION CLASS

Child's Name (please print):

Name and year groups of brothers and sisters in school:

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Please tick times you would be available:

Tuesday 8 March 1.00-2.30pm

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Wednesday 9 March 3.10-4.30pm

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Tuesday 8 March 2.30-4.00pm

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Wednesday 9 March 4.30-6.00pm

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Please return this reply slip to the class teacher by Monday 8 February 2016