

29 January 2019

Dear Parents/Carers



### Parent Consultation Times – Reception Class

As detailed on the newsletter calendar, parent consultations will be held during week commencing 25 February 2019.

I have appointments available on

- Tuesday 26 February between 1.00pm and 2.00pm
- Tuesday 26 February between 3.10pm and 5.20pm
- Wednesday 27 February between 3.10pm and 5.20pm

It is important that I am able to meet with you 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 Tuesday 5 February. Your appointment time will then be sent home with your child on Monday 11 February. I will do my best to ensure 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 Burton  
Reception Teacher

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### PARENT/CARER CONSULTATIONS – Spring Term 19 – 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 26 February 1.00pm – 1.30pm ☐

Tuesday 26 February 4.40pm – 5.20pm ☐

Tuesday 26 February 1.30pm – 2.00pm ☐

Wednesday 27 February 3.10pm – 3.40pm ☐

Tuesday 26 February 3.10pm – 3.40pm ☐

Wednesday 27 February 3.40pm – 4.10pm ☐

Tuesday 26 February 3.40pm – 4.10pm ☐

Wednesday 27 February 4.10pm – 4.40pm ☐

Tuesday 26 February 4.10pm – 4.40pm ☐

Wednesday 27 February 4.40pm – 5.20pm ☐

**Please return this reply slip to the class teacher by Tuesday 5 February 2019, thank you.**