



# Ashford Church of England Primary School

Dear Parents of Year 5 and 6

In preparation for the next Parent and Teacher Consultation evenings, I am looking for Year 5 and 6 pupil volunteers to help teachers with the organisation and management of appointments. I do hope those who volunteer will enjoy the responsibility of timing each appointment, greeting parents and generally assisting the teacher on this busy evening. I feel it is extremely important for Year 5 and 6 children to be given responsible tasks prior to going to secondary school. With this in mind, I do hope that you will encourage your children to work with us to help the parents evening run smoothly.

The tear off slip at the bottom of the form states that children can either help for the whole or part of the parents evening on Wednesday 2 November or Thursday 3 November, please denote accordingly. As the appointment times are shorter on Wednesday we would appreciate it if the volunteers could stay for the whole period. Once your child has volunteered on the slip beneath, please assume that they will be assisting us on the chosen evening unless we inform you otherwise. Please ask your child to give the slips to their class teacher as soon as possible.

The children will be given a break and refreshments will be provided and will include the following:

- A carton of orange or apple juice
- A packet of hula hoops
- A Kit-Kat

If your child does not like these refreshments then please provide an alternative for them to bring with them. Many thanks for your assistant in this matter.

Kind regards

Mrs C Dyer  
Headteacher

My child \_\_\_\_\_

Class \_\_\_\_\_

- |  |               |                          |
|--|---------------|--------------------------|
| 1) Would like you to help on <b>Wednesday 2 November</b>                                   | 2.30 – 6.15pm | <input type="checkbox"/> |
| 2) Would like you to help on <b>Thursday 3 November</b>                                    | 3.50 – 6.15pm | <input type="checkbox"/> |
| 3) Would like you to help on <b>Thursday 3 November</b>                                    | 6.00 - 8.15pm | <input type="checkbox"/> |
| 4) Would like you to help on for the <b>whole evening</b> on<br><b>Thursday 3 November</b> | 3.50 – 8.15pm | <input type="checkbox"/> |

The volunteers are invited to join children in the hall from 2.30 – 3.10pm on Wednesday only.

**On Thursday please ensure they leave school and have a meal/snack before returning to school at 3.50pm or 6.00pm**

Signed \_\_\_\_\_

Date \_\_\_\_\_



School Road, Ashford, Middlesex TW15 2BW  
Telephone: 01784 253310 Fax: 01784 240381

[info@ashford-primary.surrey.sch.uk](mailto:info@ashford-primary.surrey.sch.uk)  
[www.ashford-primary.surrey.sch.uk](http://www.ashford-primary.surrey.sch.uk)

Headteacher: Mrs C Dyer BA QTS (Hons) NPQH