



Dear Parents

**Parent and Teacher Consultation Evenings – Autumn Term**

As already highlighted on the school diary we are offering you an opportunity to come to school this term to look at your child's work and discuss his or her progress with their class teacher as follows:

Wednesday 31 October	4.00 – 8.00pm
Thursday 1 November	3.00 – 6.00pm

**Arrangements for children**

- **Please try to collect your child at 2.30pm on both days. School will close at this point to prepare for the parent and teacher consultations.**
- On this occasion we will provide childcare for those unable to collect their children by 2.30pm. Teachers who do not have class responsibility and support staff will be available to supervise pupils in the school hall on both days. Please complete and return the attached slip and then collect your child from the hall doors promptly at 3.10pm

**Consultations**

These consultations are for ten minutes and teachers will aim to keep to a fairly strict appointment system. If you have a concern which you know will need longer than ten minutes, please ask for an extra appointment on another occasion. We suggest you arrive at school ten minutes before your appointment so that you can look at your child's work before discussing it with the teacher. As information about settling in, relationships and home issues may be discussed at this initial consultation it is not appropriate for children or younger siblings to attend.

Please indicate on the form attached which **two** appointment times would be most convenient for you and return the slip to your child's teacher as soon as possible. We will do our best to meet your requests, but we cannot see everyone at the later times. Please request earlier times if you can. Teachers will negotiate with each other over sibling appointments but it will be helpful if you are able to choose different time slots for each of your children. Please hand the attached form to your child's teacher as soon as possible, each form will be numbered and appointments will be allocated on a first come, first served basis.

Year 5 and 6 pupils will be given the opportunity to volunteer on each day to develop their leadership skills by supporting the teachers with the organisation and management of appointments; this will assist with time keeping. They will greet you on arrival outside your child's class and show you in when appropriate.

Yours sincerely

Mr R Austin  
Head of School