



Ashford Church of England Primary School

Dear Parents

Parent and Teacher Consultation meetings: MEERKATS April 2018

We really appreciate your support whilst we have been rearranging plans as a result of Mrs O Donnell's early maternity leave. We are now in a position to offer you an opportunity to come to school this term to look at your child's work and discuss his or her progress with class teacher Mrs Trilby Lacey as follows:

Wednesday 2 May	2.00 – 5.00pm
Thursday 3 May	2.00 – 5.00pm

Arrangements for children

To enable Mrs Lacey to meet with parents the children in Meerkats will be taught by another member of staff on both afternoons.

Consultations

These consultations are for ten minutes and Mrs Lacey 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 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 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. 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.

A couple of older pupils will be given the opportunity to volunteer on each day to develop their leadership skills by supporting Mrs Lacey with the organisation and management of appointments; this will assist with time keeping. **The pupil volunteers will greet you on arrival in the school office and show you to the school hall where the work will be available to view and then show you into to the new hall room for your consultation when appropriate.**

Yours sincerely

A handwritten signature in black ink that reads 'C. Dyer'.

Mrs C Dyer
Headteacher



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

info@ashford-primary.surrey.sch.uk
www.ashford-primary.surrey.sch.uk

Headteacher: Mrs C Dyer BA QTS (Hons) NPQH