



Ashford Church of England Primary School

Dear Parents

Parent and Teacher Consultation Evenings March 2018

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 14 March	4.00 – 8.00pm
Thursday 15 March	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

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



Ashford Church of England Primary School

PARENT AND TEACHER CONSULTATIONS

Please return this form to your child's teacher by Friday 9 March.
Appointments will be allocated on a first come, first served basis.

THE TEACHER WILL COMPLETE THE SECTION AT THE BOTTOM OF THIS FORM WITH YOUR ALLOCATED TIME AND THE FORM WILL BE RETURNED TO YOU VIA YOUR CHILD AS SOON AS POSSIBLE.

Child's name Class

Please try to make an appointment for me during either of the two periods marked:

- Wednesday 14 March**
- 4.00 – 4.30
 - 4.30 – 5.00
 - 5.00 – 5.30
 - 5.30 – 6.00
 - 6.00 – 6.30
 - 6.30 – 7.00
 - 7.00 – 7.30
 - 7.30 – 8.00

- Thursday 15 March**
- 3.00 – 3.30
 - 3.30 – 4.00
 - 4.00 – 4.30
 - 4.30 – 5.00
 - 5.00 – 5.30
 - 5.30 – 6.00

Parent's name (Block Capitals)

Please state your chosen times for your other children if applicable:

Name of child Class Chosen times &

Name of child Class Chosen times &

PARENT AND TEACHER CONSULTATIONS TEACHER ALLOCATED TIME

I shall be pleased to see you on:

Wednesday	Time:
Thursday	Time:



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



Ashford Church of England Primary School

Dear Parents

I am keen to ensure that parent and teacher consultation evenings run efficiently and with this in mind I have organised childcare provision in the Hall between the early finish time on these days and 3.10pm.

Please fill in this form if your child will be joining others in the Hall from 2.30pm until 3.10pm.

Do not fill in this form if you are collecting your child at 2.30pm from the playground.

Children who are not being collected early will be taken to the hall at 2.30pm and must be collected from the hall doors and not the school office by 3.10pm.

Kindest regards

Mrs C Dyer
Headteacher



My child _____ Class _____

1) Please could my child remain in the Hall on **Wednesday 14 March** from 2.30 – 3.10pm

2) Please could my child remain in the Hall on **Thursday 15 March** from 2.30 – 3.10pm

Signed _____

Date _____

Please return this slip to your child's class teacher as soon as possible



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