



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 31 October or Thursday 1 November, please denote accordingly. As the appointment times are shorter on Thursday 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 plain ready salted crisps
- A Penguin biscuit

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

Kind regards

Mr R Austin
Head of School

My child _____	Class _____
1) Would like you to help on Wednesday 31 October	3.50 – 6.15pm <input type="checkbox"/>
2) Would like you to help on Wednesday 31 October	6.00 – 8.15pm <input type="checkbox"/>
3) Would like you to help for the whole evening on Wednesday 31 October	3.50 - 8.15pm <input type="checkbox"/>
4) Would like you to help on Thursday 1 November	2.30 – 6.15pm <input type="checkbox"/>

The volunteers are invited to join children in the hall from 2.30 – 3.10pm on Thursday only.
On Wednesday please ensure they leave school and have a meal/snack before returning to school at 3.50pm or 6.00pm

Signed _____

Date _____

