



26th January 2018

Dear Parents/Carers,

You are invited into school to discuss your child's work with their teacher on Tuesday 6th February between 3.45pm – 6.15pm and Wednesday 7th February 5.00pm – 7.00pm.

Meetings will be no longer than 10 minutes long. If you would like to indicate below which time block would be most convenient for you, the class teachers will arrange a suitable timetable. If you have more than one child in school then we will ensure that you do not have to be in two places at once.

It is important that meetings begin promptly at the time given and that they last for no more than 10 minutes. This is so that other parents are not having to wait for their slot. If you need longer to discuss your child's progress, you can, of course, book a separate meeting with your child's class teacher at any time throughout the year.

Ms Martindale from the Pupil Support Team will also be available at both sessions if you have anything you would like to discuss with her.

Many thanks for your support.

Kind regards.

Miss Jo Sawyer

Headteacher

j.sawyer@parkgroveprimary.co.uk

I would like to have an appointment between the times indicated.

Tuesday 6th February 2018

Wednesday 7th February 2018

3.45pm – 4.30pm ...

4.30pm – 5.00pm ...

5.00pm – 5.30pm ...

5.30pm – 6.15pm ...

5.00pm – 5.30pm ...

5.30pm – 6.00pm ...

6.00pm – 6.30pm ...

6.30pm – 7.00pm ...

Name of child.....Class.....

My other children areClass.....

.....Class.....

Signed (Parent/Carer).....



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