



POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
Mr Andrew Morris

Dear Parents

November 2016

Parent Consultations - Wednesday 16 & Thursday 17 November 2016

We shall be holding parent teacher consultations during the week beginning 14 November. Please complete the slip below and return by the morning of Tuesday 8 November so that teachers can liaise. You will then receive a confirmation of your appointment time.

Liz Illingworth, our Chair of Governors, will be available in school on Wednesday 17 November, if there are any specific issues you would like to discuss with her, or just to "say hello".

For children in **Classes 1 and above**, appointments take the form of a three way dialogue between you, your child and your child's class teacher. This is a very important part of our reporting process and we strongly hope that **every child and their parent are able to attend an appointment**. Therefore, please pick a time which is convenient for both you and your child. Appointment times will last for 15 minutes and teachers will do their best to keep to time. If any parents wish to make an appointment with Mrs Hood with regard to SEN, please see available times below. Some consultations will take place during the school day. If your appointment time is during the afternoon, you may take your child home immediately after. Otherwise, the children will finish school at the usual time. We have been advised that the Village Hall Car Park will not be available for parents to use during the consultations. **PLEASE ENTER AND EXIT THE SCHOOL VIA THE PEDESTRIAN GATE AT THE TOP OF THE MAIN SCHOOL PLAYGROUND AND WAIT TO BE COLLECTED FROM THE LIBRARY AREA OF THE MAIN SCHOOL.**

Yours sincerely
Andrew Morris
Head Teacher

Parent Consultation Reply Slip

Name of Child:

Class:

Name of Parent(s) attending:

Siblings in Class/es

Please tick your choices and mark them in priority.

	Wednesday 16 November	Thursday 17 November
Mrs Harvey (N)		1.30-6.00pm
Mrs Hall (R)	1.30-6.00pm	1.30-6.00pm
Mrs Paton & Mrs Loria (1)	1.30-6.00pm	1.30-6.00pm
Mrs Birch (2)	1.30-5.30pm	1.30-5.45pm
Miss Bowyer (3)	1.30-6.00pm	1.30-6.00pm
Miss Holmes (4)	1.30-6.00pm	1.30-4.30pm
Mrs Sharpling (5)	1.30-6.00pm	1.30-5.00pm
Mrs Stroud (6)	1.30-6.00pm	1.30-5.45pm
Mrs Hood (SEN)	3.30-6.00pm	1.30-4.30pm

