



POTTEN END C of E PRIMARY SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Headteacher
Mrs Jane Senior

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Dear Parents

3rd November 2014

School Reports and Consultations:

We shall be holding parent teacher consultations during the week beginning 10th November. Please complete the slip below and return by the morning of Wednesday 5th November. You will then receive a confirmation of your appointment time.

Consultation Appointment

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
Jane Senior
Headteacher

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.

	Tuesday 11 th November 1.30-5.00	Thursday 13 th November 1.30-6.15	
Mrs Harvey (N)			
Mrs Hall (R)			
Miss Prestedge (1)			
Mrs Birch (2)			
Miss Bowyer (3)			
Mr Morris (4)			
Miss Whyte (5)			
Mrs Hood (SEN)	3.30-5.00	1.30-3.00	4.00-6.00

