



POTTEN END C of E PRIMARY SCHOOL

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Interim Head Teacher
Miss Louisa Ingram

Dear Parents

February 2018

Parent Consultations - Tuesday 13 & Wednesday 14 March 2018

We shall be holding parent teacher consultations during the week beginning 12 March. Please complete the slip below and return by the morning of **Tuesday 6 March** so that teachers can liaise. You will then receive a confirmation of your appointment time.

For children in Year 1, parents may choose whether they wish their child to be present during the consultation. For children in Year 2 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
Louisa Ingram
Interim Head Teacher

PARENT CONSULTATION REPLY SLIP

Name of Child:

Year:

Name of Parent(s) attending:

Siblings in Year/s:

Please tick your choices and mark them in priority.

	Tuesday 13 March	Wednesday 14 March
Mrs Paton & Mrs Loria (1)	1.30-6.00pm	1.30-6.00pm
Mrs Birch (2)	1.30-6.00pm	1.30-6.00pm
Mrs Wonnacott (3)	1.30-6.00pm	1.30-6.00pm
Miss Holmes (4)	1.30-5.30pm	1.30-5.30pm
Mrs Sharpling (5)	1.30-6.00pm	1.30-6.00pm
Mrs Stroud/Mrs Brown (6)	1.30-6.00pm	1.30-6.00pm
Mrs Hood (SEN)	1.30-5.00pm	1.30-5.00pm