



POTTEN END C of E PRIMARY SCHOOL

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Head Teacher
Miss Louisa Ingram

Dear Parents

September 2018

Parent Consultations – October 2018

We shall be holding parent teacher consultations during the week beginning 22 October. Please complete the slip below and return by the morning of **Tuesday 16 October** 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. During the appointment, you will be given your child's targets in English and maths. The consultations are a very important part of our reporting process and we strongly hope that **every child and their parent are able to attend an appointment**.

Prior to your appointment time, your child's school books will be displayed at the rear of the school hall, should you wish to look at them. Please note, the books must remain in school.

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
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.

	Wednesday 24 October	Thursday 25 October	Friday 26 October	
Mrs Harvey (N)		1.30-6.00pm		
Mrs Hall (R)	1.00-6.30pm		1.00-2.45pm	4.30-5.30pm
Miss Craddock (1)	1.30-6.00pm		1.30-5.30pm	
Mrs Wonnacott (2)	1.30-6.00pm	1.30-6.00pm		
Mrs Paton & Mrs Brown (3)	1.30-6.00pm	1.30-6.00pm		
Miss Holmes (4)	1.30-5.30pm	1.30-5.30pm		
Mr Taylor (5)	1.30-6.00pm	1.30-6.00pm		
Mrs Sharpling (6)	1.30-6.00pm	1.30-6.00pm		
Mrs Hood (SEN)	1.30-5.00pm			

