

14 January 2015

Dear parent/carer

Spring term consultation evenings 2015

We would like to invite you to attend a consultation evening for parents from 4:15pm to 7:45pm on **Tuesday, 3 February** or **Thursday, 5 February, 2015** to discuss your child's progress, areas for improvement and ways in which you can support those staff who teach him/her.

Please complete and return the appointments section (right) by **Wednesday, 21 January, 2015** indicating the preferred date and time slot. If you are unable to attend, we would still ask that you return the form and indicate this.

You will be informed of appointment times by the slip being returned to you on Friday 30 January, 2015. Please be aware that teachers have a large number of consultations on these evenings, with an allowance of approximately 10 minutes per pupil in total. Appointments will focus on your child's curriculum progress in the subjects you have identified.

If you have the need for any special arrangements for access to the school site, please contact the school office to ensure that we are aware of your needs.

We hope you will find these sessions useful in supporting the progress of your son/daughter.

Yours sincerely

Mr R Halls
Headteacher

Spring term consultation evenings 2015

Please complete and return this page by **Wednesday, 21 January, 2015**.

Child's name: _____ Class: _____

Preferred date (tick one):

Tuesday, 3 February	<input type="checkbox"/>
Thursday, 5 February	<input type="checkbox"/>

Either date	<input type="checkbox"/>
Regret unavailable	<input type="checkbox"/>

Preferred time block (tick one or both):

4:15-5:45pm	<input type="checkbox"/>
-------------	--------------------------

6:15-7:45pm	<input type="checkbox"/>
-------------	--------------------------

Subject	Teacher's name	PLEASE TICK	FOR STAFF USE
		Request appointment	Appointment time
English		<input type="checkbox"/>	
Maths		<input type="checkbox"/>	
Class teacher (if different to En or Ma above)		<input type="checkbox"/>	
Is there another particular curriculum subject you would like to discuss?			Teacher name (if not class teacher):

Signature of parent/carer _____ Date _____

