

4th November 2011

Dear Parents,

Parent Consultation Meetings

We are holding consultation meetings for parents on Thursday 17th November 2011 from 4.00 – 8.00 pm. The prime purpose is to discuss your son/daughter's progress to date and to discuss future targets. Currently your child is achieving:

Subject	Actual attainment	Expected attainment
Reading		
Writing		
Maths		

Samples of your son/daughter's work will be available for you to look at prior to your meeting with the teacher and these will be situated outside your child's classroom. In order to give you an opportunity to look through the work we would suggest that you arrive 15 minutes prior to your meeting with the teacher.

To be as fair as possible, appointments will be made on a first come – first served basis. If more time is required than that allocated please speak to your son/daughter's class teacher to arrange a separate appointment. **Slips should be returned to school by Tuesday 8th November** at the latest and we will send **appointment slips home on Friday 11th November.**

If you have children in several classes please indicate on the slip so that appropriate appointments can be negotiated.

We look forward to seeing you in school.

Yours sincerely,

Mark Pratt
Head Teacher

Child's Name: Class:

Parent/Guardian: (please print)

Please tick the boxes to indicate convenient times to meet your child's class teacher.

4.00-5.00pm	5.00-6.00pm	6.00-7.00pm	7.00-8.00pm

Sibling : Class : ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,