1st October 2018

Dear Parents

**Parent Teacher Meetings**

This term’s parent, teacher meetings for parent of children in Years 1 and 2 will he held on the afternoon of Thursday 1st November, which is the first Thursday back after half term.

All parents will have 10 minute interviews to discuss your child’s progress and for the teachers to share their targets with you. If you have any concerns that require a more in-depth discussion, please telephone the school and make a further appointment for another time. We would like to be able to have a discussion with you about your child's progress in school without them being present, so that any queries or concerns can be addressed openly. If you have any difficulties arranging child-care, please select an appointment between 12.00pm - 3pm.

Interviews will take place in the main building and parents can wait in the hall until you are called, where you will have the opportunity to look through your child’s books.

Please select **ALL** the times you can make (at least two) on the form below and copy and paste the entire form in a reply email by Friday 5th October. We will ensure sibling’s interviews run consecutively. When all the forms have been returned, we will then notify you of your appointment time.

Yours sincerely



Selina Davies

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please put an X in **ALL** the appointments you can make and return the form by email to the office by Friday 5th October to enable us to send out confirmed appointment times by Friday 12th October.

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