

CLP/cmp/springopenevening2019  
9<sup>th</sup> January 2019

Dear Parents and Carers

**Spring Term Parents' Meetings for all pupils**

You are invited to attend our Parents' Meetings on **Wednesday 23<sup>rd</sup> January** between 3.35 – 7.30pm and **Thursday 24<sup>th</sup> January** between 3.35 – 5.30pm. This is an opportunity to discuss your child's work and progress, as well as to discuss their targets for development.

Year 3, 4 and 5 parents will have the opportunity to have ten minutes with their child's class teacher. Year 6 parents will have five minute appointments with each of their child's class and maths teacher. The teachers will all be in Village Hall (Y3 and Y4), Pickwick Building (Y5) and Turney Hall (Y6), and you will also be able to view your children's work in their classrooms.

As many of you also have other children in the school, we will need to schedule your appointments with teachers in other year groups. You will have a letter for each child, both need to be completed. **Please return the forms to your children's class teacher by the latest, Monday 14<sup>th</sup> January**, indicating your preferred time slots. It would help teachers with the complicated task of timetabling all of your appointments if you would kindly indicate three time choices. Your child's class teacher will confirm appointment times with you by **Friday 18<sup>th</sup> January**.

Arriving before your appointment will give you time to look at your child's work and we will endeavour to keep to the allocated timings.

For those parents of children with additional needs and /or EHCPs your class teacher will be contacting you directly to arrange a longer meeting, either during parents evening or a time to be mutually agreed.

Unless absolutely necessary, we encourage you not to bring younger children with you. There will be no crèche available, so any children accompanying their parents **MUST** remain with them at all times.

Please note, we are unable to accommodate separate meetings for parents unless there is an exceptional circumstance.

For your information, we may need to cancel, rearrange, or relocate some clubs on these two evenings due to the locations of the meetings. Please check the website for full details of those changes.

Yours sincerely



Claire Purcell  
Head of School

**Please complete the top half of the page and return the whole page to your child's class teacher by Monday 14<sup>th</sup> January. Your child's teacher will return the bottom half to you. Please complete one of these forms per child.**

Child's Name ..... Class .....

Sibling's Name ..... Class .....

I would like to attend the Parents' Meeting on:

Wednesday 23<sup>rd</sup> January                       Thursday 24<sup>th</sup> January

No preference/either dates acceptable

Please indicate in order of priority (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) your choice of the times below circling choice of date if you have a preference:

3:35 – 4:30pm (Wed or Thurs) .....

4:35 – 5:00pm (Wed or Thurs) .....

5:05 – 5.30pm (Wed or Thurs) .....

5.35 – 6.30pm (Weds only) .....

6.35 – 7.30pm (Weds only) .....

Signed ..... Parent/Carer

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**Parents' Meeting**

Child's Name ..... Class .....

**Your appointment is on**     Wednesday 23<sup>rd</sup> January     Thursday 24<sup>th</sup> January  
[teacher: tick as appropriate]

Your appointment times are:

**Class Teacher** .....

**Maths (6 only)** .....

The location is    **Village Hall**            **Pickwick Building**            **Turney Hall**

[teacher: circle as appropriate]