

CLP/cp/MYR2018

12th September 2018

Y4 MEET YOUR CHILD'S CLASS TEACHER – Wednesday 26th /Thursday 27th September

The purpose of these voluntary meetings is:

- To meet your class teacher
- **For you the parent**, to provide any information that will help the teacher's knowledge of your child
- To discuss any concerns you might have about the coming year.

All Y4 meetings will be held in Village Building in teachers individual classrooms. Meetings will last five minutes but the teachers will be happy to make an appointment to talk to you at other times if necessary.

As many of you also have children other 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 17th September**, 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 **Monday 24th September**.

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 17th September. 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 26th September Thursday 27th September

No Preference / either dates acceptable

Please indicate in order of priority (1st, 2nd, 3rd) 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 (Wed ONLY)

Signed.....Parent / Carer

Parents' Meeting

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

Your appointment is on Wednesday 26th September

Thursday 27th September

[teacher: tick as appropriate]

Your appointment time is.....

The location is **Village Hall**

Classroom.....

[Teacher: circle/complete]
