

We are an Extended School



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31st October 2017

Parent - Teacher Consultations

Dear Parents

We would like to invite you to a 15 minute meeting with your child's class teacher.

These will take place throughout the school day. At this meeting we will review your child's progress and identify their next steps in learning. It is hoped that at this meeting teachers and parents will be able to discuss your child's achievements, and anything that has helped or acted as a barrier to their learning. We will be using the previous format to record our discussions, which will be filled out with you within the meeting. You will then have a record of this conversation.

We would like to invite you to a meeting with **Mr Forster on Tuesday 7th November 2017.**

If you cannot make this date please speak to your child's class teacher to arrange a mutually convenient time. Please return the attached slip with your preferences. Please ensure your child hands the slip to the class teacher at registration as we are not able to check book bags.

Thank you for your continued support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brett Stevenson', with a long horizontal stroke extending to the right.

Brett Stevenson

Parent - Teacher Consultations

Child's Name

If possible please tick two boxes to ensure that we can book a time to suit you.

Mr Forster

Tuesday 7th November

8.00 - 10.30

10.50 - 12.00

1.00 - 3.00

3.00 - 5.00

Signed

Date