



13<sup>th</sup> March 2020

Dear Parents,

**Parent-Teacher Consultations**

We wish to invite you to meet with your child's class teacher to discuss their progress. These meetings prove to further build a positive relationship between yourselves and school. Appointments will be given out on a 'first come first served' basis. Your child's class teacher will do their best to give you an appointment as near as possible to your requested time and liaise with other teachers to try and make sibling appointments close to each other.

These meetings are an important way to help children make progress. We aim to discuss the following:

- learning behaviour (eg: are they self-motivated, do they concentrate well on tasks, do they listen well and contribute in class, are they interested in learning, do they complete homelearning activities etc)
- conduct behaviour in school and their ability to work in a team and cooperate with their peers
- emotional behaviour (friendships, resilience, self confidence)
- performance in relation to their potential and national standards
- strengths and achievements
- areas for development
- how you can help at home

To make the best use of time, we offer appointments of a maximum of 10 minutes. We ask for your co-operation in being punctual and maintaining the allocated time, otherwise teachers can get very behind affecting other appointments. It may, of course, due to a number of reasons, appear that a longer and more in depth consultation is necessary. In such cases further appointments can be made at a mutually convenient time.

In addition, our Governors will be present during the evening to offer an opportunity for you to ask questions or raise any queries.

Please complete the attached slip and return it to school as soon as possible.

Yours sincerely  
Kay Hanson

Child's Name .....

Class .....

	Preferred time early (please tick preference)	Preferred time late (please tick preference)
Wednesday 25 <sup>th</sup> March Class teacher	3.30-5.00pm	5.00-6.30pm
Thursday 26 <sup>th</sup> March Class teacher	3.30-4.30pm	4.30-5.30pm

Signed .....