

Oaklands Junior School



Headteacher
Mrs H West

2nd November 2017

Dear Parents/Guardians,

Parents' Consultation Evenings

We would like to make you aware that we will be trialling a new arrangement for the Parents' Evening on **Monday 6th November (3.40pm – 6.10pm) only**. Instead of being held in the hall, they will be held instead in the year group classrooms as set out below.

Class	Parents' Evening Classroom <i>Appointment with the teacher</i>	Waiting Area Classroom <i>Trays available to look at work</i>
3A	3N	3A
3N	3N	3A
4JM	4L	4JM
4L	4L	4JM
5D	5H Workspace	5D
5H	5H	5D
6B	6B	6H
6H	6B	6H

You will have the opportunity to look at your children's books in the Waiting Area Classroom and we would ask if you could make your way to the Parents' Evening Classroom 5 minutes before your appointment time and wait on the chairs provided outside the classroom door. To enable this system to work we would ask you to keep to the 10 minutes appointment slot; we will be using a buzzer system on the night. If you feel you need more time to talk with your child's teacher please feel free to make a separate appointment for a later date.

These arrangement will only apply to the Parents' Consultation Evening on Monday;, the one on Wednesday will be held in the school hall, as in previous years.

I will be available, as always, on both evenings if you have anything that you would like to discuss with me.

Yours faithfully,

A handwritten signature in black ink that reads 'H West'.

Mrs. H. West
Headteacher



WOKINGHAM
BOROUGH COUNCIL



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