Oaklands Junior School

Headteacher
Mrs H West

18th October 2017

Dear Parents/Guardians,

Parents' Consultation Evenings

Consultation evenings for discussing **individual** pupils will take place on the following evenings:-

- **Monday 6th November** **3.40p.m. to 6.10p.m.**
- **Wednesday 8th November** **3.40p.m. to 7.10p.m.**

This will be an opportunity for class teachers to inform you of your child's progress and for you to discuss any areas of concern. We would strongly advise you to attend one of these sessions as your child's education is extremely important.

Parents are asked to make their appointments by signing up for an appointment time on a list which will be placed outside the school hall doors to the playground at the end of the school day on **Friday 20th October** and again for the week after half-term**.** If you cannot do this personally perhaps another parent could do it for you. The classroom appointment lists will remain up until they are full. If you have more than one child in the school please make sure that you leave a suitable gap between appointments in case they run over slightly. We do not have the facilities to supervise young children so please ensure you make alternative arrangements.

Children's books will be left in their trays in the appropriate classrooms. Parents are asked to arrive before the time allocated to look at the books and then bring the tray to the school hall for the appointment. Please try to be punctual in the hall - we will endeavour to do the same! The teachers will be seated around the perimeter of the school hall. Chairs will be available in the middle of the hall for parents who are waiting to talk to members of staff. I am afraid that we can only offer 10 minute appointment slots as the staff will have many parents to see on both evenings. However, if you feel that you need a longer appointment, a separate follow up meeting can be arranged at this time with the class teacher. Likewise, if you would specifically like to speak to your child's maths teacher.

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

Yours faithfully,

HWest

Mrs. H. West
Headteacher

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