

Oaklands Junior School



Headteacher:
Miss S Charnley

8th October 2013

Dear Parent/Carer,

Parents' Consultation Evenings – PLEASE NOTE CHANGE OF DATES

I apologise that we have had to change the dates of the Parents' Consultation Evening from those originally published in the Newsletter as the Governors and representatives from the local authority will now be interviewing candidates for the post of headteacher on those dates.

The Consultation evenings for discussing **individual** pupils will now take place after half-term on the following evenings:-

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| ▪ Wednesday 6th November | 3.30p.m. to 8.00p.m. |
| ▪ Thursday 7th November | 3.30p.m. to 6.00p.m. |

This will be an opportunity for parents to talk about their children and for the class teachers to give information. We hope that you will be able to attend one of these sessions. If your child has an Individual Education Plan for Special Needs, this meeting will include a discussion of the provision.

Parents are asked to make their appointments by signing up for an appointment time on a list which will be placed outside the Year 3 classroom playground doors on **Monday 14th October**. 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 spread your appointments out in case the appointments run over slightly.

Children's books will be left in their trays in the appropriate classrooms. Parents are asked to arrive before the time allocated to talk to the teacher, look at the books and then bring the tray to the school hall for the appointment. Please try to be punctual in the hall and stick to the allotted time – 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 may be necessary.

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

Please **DO NOT BRING CHILDREN** with you as we do not have the facility to supervise them.

Yours sincerely,

Miss S. Charnley
Headteacher



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