

Oaklands Junior School

Headteacher - Mrs H West

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24th October 2019

Dear Parents/Carers,

Parents' Consultation Evenings

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

- **Monday 11th November** **3.30p.m. to 5.50p.m.**
- **Wednesday 13th November** **3.30p.m. to 6.50p.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.

We will now be operating an on-line booking system for appointments and a separate letter is being sent out regarding how to use this system. You will be able to make appointments online from 12.15pm on Monday 4th November. It will remain open until Midnight on Thursday 7th November. After that time, if you have not made an online booking, you will need to contact the school office. If you do not have access to a suitable device to use this system you will still be able to book appointments via the school office. 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.

The appointments with the teachers will be held 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>
3JG	3JG	3M
3M	3JG	3M
4D	4L	4D
4L	4L	4D
5H	5N	5H
5N	5N	5H
6A	6B	6A
6B	6B	6A

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.

I will be available 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". The letters are cursive and slightly slanted to the right.

Mrs. H. West
Headteacher