

St. Christopher Primary School

Headteacher:

Mrs Clair Robinson



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23 September 2016

Dear Parent/Carer,

New School Year Meeting
2nd Year Nursery & Reception – Tuesday 4th October 3.40pm - 4.50pm
& Wednesday 5th October - 3.40pm - 7.20pm

I would like to invite you to attend a short meeting on one of the above dates. This is an important meeting and you will have the opportunity to meet your child's class teacher and discuss how your child has settled into the new school year. The meeting is for parents and carers of all Reception children and for parents of children in current Nursery who also attended St Christopher Nursery prior to the summer holiday.

Appointments can be booked online and will show times available, please visit our school website <http://www.st-christopher.coventry.sch.uk> where you will find the link to book your appointments. This allows you to choose your own appointment times with your child's teacher and you will receive an email confirming your appointment time. The appointments should last no longer than ten minutes.

A short guide on how to add appointments is on the reverse of this letter. **In order to login successfully it is imperative that we have your e-mail address and that this corresponds with the e-mail address we have on our system.** The appointment booking system will be available from Friday 23rd September to Monday 3rd October. After this date you will not be able to book online. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

As our teachers are staying in school until late evening, I would appreciate you attending on these days and during these times. Only in exceptional circumstances can we arrange another day as this can become difficult to organise with staff commitments in and out of school beyond the school day. Teachers will aim to keep within timings and your support with this is appreciated.

The meetings will take place in your child's classroom. This meeting is for parents / carers and we would ask that your child stays at home. To support transition and communication as your child progresses through school, teachers record parent meeting attendance.

We are looking forward to seeing you,

Yours sincerely

Mrs C Robinson
Headteacher

