

St. Christopher Primary School

Headteacher:

Mrs Clair Robinson



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9th September 2017

Dear Parent/Carer,

New School Year Meeting
Years 1 - 6 – Tuesday 19th September – 4.00pm to 6.55pm

I would like to invite you to attend a short meeting on Tuesday 19th September. 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 their new class.

As our teachers are staying in school until late evening, I would appreciate you attending on this day 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. The meeting should last no longer than five minutes. Teachers will aim to keep within timings and your support with this is appreciated.

The consultations will take place in your child's classroom. There will be an area to wait for your appointment. To support transition and communication as your child progresses through school teachers record parent meeting attendance.

If you have already booked an SEN meeting with Mr Jones, you do not need to book another appointment as your child's class teacher will be involved in this meeting.

We are looking forward to seeing you all,

Yours sincerely

Mrs C Robinson
Headteacher

Parent/Teacher Consultation Evenings 19th September 2017

To assist with our arrangements please indicate with a tick which block of time is most convenient to you. If any of these times are convenient could you please tick **all boxes**.

<u>Time</u>	
4.00 pm to 5.30 pm	<input type="checkbox"/> 5.30 pm to 6.55 pm <input type="checkbox"/>

Please list your children below:

Child's Name	Class	Appointment (<i>to be completed by teachers</i>)	
		Day	Time

Please return this sheet by **3.30 pm on Monday 11th September**. Thank you.