

# St. Christopher Primary School

Headteacher:

Mrs Clair Robinson



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[www.st-christopher.coventry.sch.uk](http://www.st-christopher.coventry.sch.uk)

26 September 2016

Dear Parent/Carer,

## **New School Year Meeting** **Years 1 - 6 - Wednesday 5<sup>th</sup> October – 4.00pm to 6.55pm**

I would like to invite you to attend a short meeting on Wednesday 5<sup>th</sup> October. 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.

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.

A short guide on how to add appointments is included with 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 23<sup>rd</sup> September to Monday 3<sup>rd</sup> 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 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 area to wait for your appointment. To support transition and communication as your child progresses through school teachers record parent meeting attendance.

We are looking forward to seeing you all,

Yours sincerely

Mrs C Robinson  
Headteacher

