

St. Christopher Primary School

Headteacher:

Mrs Clair Robinson



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24 March 2017

Dear Parents/Carers

Parent/Teacher Consultation Evenings - Tuesday 25th & Wednesday 26th April 2017

Parent's Consultation Evenings are being held on the above dates for Reception to Year 6. During these evenings you will have the opportunity to look at your child's work and meet your child's class teacher. Mr Jones and I will be available throughout these evenings should you wish to see us. All consultations will take place in your child's classroom. Please enter school via the main office and head towards the area outside of your child's classroom.

We are planning to have the new teachers, Mrs Toller and Miss Kainth alongside Mrs Davies and Miss Myers for Year 3 classes on these evenings. This will give you an opportunity to meet with them. Miss Evans will be leading the parent meetings with Mrs Gibson for class 4I. Transition meetings and work between staff are already taking place.

Appointment times must be booked online and will show times available on these days, please visit our school website <http://www.st-christopher.coventry.sch.uk> where you will find the link to book your appointments. 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 Monday 27th March until Monday 24th April at 9.00am, after this 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.

If you are currently meeting termly with Miss Potter and your child's teacher, there is no need to book a Parent's Consultation Evening appointment on this occasion as information about your child's progress will be shared during the next meeting. Letters about these meetings will be sent out shortly.

Please note that we do record attendance at consultation meetings and take brief notes so that these can be shared with the next teacher.

Staff will not be able to make appointments outside of these allocated days or times unless there are exceptional circumstances. The dates have been on the school calendar for some time. If there are exceptional circumstances then please contact the office and we will do our best to re-arrange.

If you have a child in Nursery then a separate letter will follow. We look forward to seeing you.

Yours sincerely

Mrs C Robinson
Headteacher

