

1<sup>st</sup> June 2009

Dear Parents

**Years 1 - 5**

Once again we have decided to hold all of our parent meetings over two evenings, **Thursday, 25<sup>th</sup> and Monday, 29<sup>th</sup> June**. We feel this is a more efficient way to organise the meetings and it also means that for those of you with more than one child in school all meetings can be held on the same evening.

Meetings will last for 10 minutes and take place between 4.00pm and 7.00pm. We hope that the availability of later times will also better suit those of you who work full time.

If you are unable to organise childcare then your child is welcome to wait outside the classroom where seats will be provided. **Unfortunately, they will not be able to wait in the library.**

Please return the attached slip indicating when your preferred time slot would be. If you don't have a preference for a time then please tick more than one box as this will make it easier to accommodate.

Please note, that although we will make every effort to accommodate your requests if there is a lot of demand for one particular time slot then this may not always be possible.

Mrs Swain, our Special Needs Co-ordinator, will also be available on these evenings, to discuss any questions relating to special needs. If you would like to meet with her then please tick the box overleaf so she can arrange an appointment for you.

I hope these meetings prove convenient and informative. If, however, you have an urgent matter which you need to discuss with your child's teacher at another time please feel free to contact them and a meeting will be arranged. Please note that there will be no parent meetings for Year R parents as the second parent meeting was held last term and the Year R annual reports will be sent home in the next few weeks.

In order for us to organise the meeting times it is important that we have your reply by **Friday, 5<sup>th</sup> June**. Thank you. As all the teachers will be meeting parents there will be no clubs on Thursday 25<sup>th</sup> and Monday, 29<sup>th</sup> June.

Yours sincerely

Andy Yeoman  
Headteacher

## PARENTS MEETINGS

*Please complete a separate form for each child in your family and return to your child's class teacher by Friday, 5<sup>th</sup> June*

Child's Name ..... Class .....

Brother(s) / Sister(s) ..... in class .....

..... in class .....

..... in class .....

I would prefer to attend the parents meeting on:

**Thursday, 25<sup>th</sup> June**

Between 4.00pm and 5.30pm

Between 5.30pm and 7.00pm

**Monday, 29<sup>th</sup> June**

Between 4.00pm and 5.30pm

Between 5.30pm and 7.00pm

I would like an appointment with Mrs Swain

Signed (parent) ..... Date .....