



Headteacher: Mrs Kelly O'Connor

Dear Parents and Carers,

Re: Parent Consultation Sessions

After the half term, we will be holding our first Parent Consultation Sessions for this academic year. These will take place at our **Alfred Street Site** to make the process smoother for parents with children on both sites and will be held over two evenings:

- Wednesday 8th November 4-8pm
- Thursday 9th November 4-6pm

We ask that you choose a selection of suitable times by completing the form attached and returning to the class teacher by **9.00am on Monday 16th October**. Please complete one consent form per child.

You will then be sent a message by **Friday 20th October** confirming your allocated 10 minute appointment time to discuss your child's progress and their current achievements.

If your child is currently on our Special Educational Needs Register (SEN register), you will also be offered a 10 minute appointment time with our SENCO/Inclusion Manager, Mrs Appleby, to discuss the provision that is in place in school for your child. If your child is not on the SEN register but you feel they have additional needs that you need to discuss with Mrs Appleby, please speak to the class teacher during your appointment and Mrs Appleby will contact you to arrange this for a later date.

If the above dates are not convenient and you wish to organise a different time, please speak to the school office and we will do our best to accommodate you, but any other appointments will need to take place before 5.30pm when school closes for the evening.

For our parents/carers of our KS2 parents, we ask that you come 10 minutes before your appointment so that you have time to look through your child/children's books in advance of your appointment. For our EYFS and KS1 parents we will be holding a '**Come and See**' event before Parents' Evening where you will have the opportunity to come into your child's class to look at their work with them.

This will take place at our Tennyson Road site on:

- Monday 6th November 3.15pm until 3.30pm
- Tuesday 7th November 8.55am until 9.10am

Kind regards

Mrs K O'Connor

Head Teacher



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Parents' Evening Appointment Request

Please tick to indicate which type of consultation you would like:

- Face-to face with an opportunity to view my child's work
- A Phone Consultation

Please tick below to indicate your preferred times

	1 st Choice	2 nd Choice	3 rd Choice
Wednesday 8th November			
4:00 - 4:30 pm			
4:30 - 5.00 pm			
5.00 - 5.30 pm			
5.30 - 6.00 pm			
6.00 - 6.30 pm			
6.30 - 7.00 pm			
7.0 - 7.30 pm			
7.30 - 7.50 pm			
Thursday 9th November			
4:00 - 4:30 pm			
4:30 - 5.00 pm			
5.00 - 5.30 pm			
5.30 - 5.50 pm			

Name of child: _____ Class: _____

Name of sibling (if applicable) _____ Class: _____