

30th January, 2009

Dear Parents,

PARENTS/TEACHERS CONSULTATION DAYS SPRING TERM 2009

This term's consultation dates will be held on the following dates/times:

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| Red, Yellow Class | Monday 9 th March, 8.00-9.00am, 1.00-5.00pm |
| Green, Blue Class | Tuesday 10 th March, 8.00-9.00am, 1.00-5.00pm |
| Orange, Violet Class | Wednesday 11 th March, 8.00-9.00am, 1.00-5.00pm |

Because we know that before school times are more convenient to some parents, we are offering slots between 8.00 and 9.00 am, as well as the later slots.

Where parents have more than one child in the school, teachers will work together to arrange meeting times on the same day and at sensible times (ie close together).

As we are giving more than a month's notice for these meetings, it is our hope and expectation that parents will make the required arrangements to attend meetings on the dates/times specified. Teachers will not be able to accommodate parents at times or on dates other than those listed above. In the past, some teachers have been asked to meet with parents on extra dates, which causes them difficulty in managing their working week.

We are changing the way we make appointments, so that every parent receives an appointment time. Please complete the slip below and return it to your class teacher by next Friday. Teachers will then work together to arrange appointments and will send home confirmation slips.

Children's Name(s) & Class(es)

Preferred appointment time (please tick)

- 8.00-9.00
- 1.00-2.00
- 2.00-3.00
- 3.00-4.00
- 4.00-5.00

Signed