

16<sup>th</sup> October 2017

Dear Parents,

**STEETON PRIMARY SCHOOL – PARENT’S CONSULTATION EVENINGS**

We would like to invite you to the first of our Parent’s Evenings on the dates below. As a staff we consider our professional relationships with parents to be essential in helping children to make progress. At this meeting we try to meet with parent(s) only, giving teacher and parent(s) the opportunity to exchange information. We provide the opportunity for both parent(s) and child to meet later in the year.

Two consultation sessions have been organised:-

**TUESDAY 31<sup>st</sup> OCTOBER - LATE SESSION 5.30 pm – 8.00 pm**

**THURSDAY 2<sup>nd</sup> NOVEMBER – EARLY SESSION 4.00 pm – 6.30 pm**

**Appointments will be 10 minutes long and will take place in classrooms.** The evening will go smoothly if we can keep to 10 minutes. The bell will ring to help things along. (Should you require further discussion time, this can be arranged with the class teacher.)

**Please could you choose your own appointment time.** Lists will be available near the main school entrance. Please make an appointment for a time which suits you and write your **child’s name** in a space on the sheet. **If you have more than one child, please leave at least 10 minutes between their appointment times for change-over purposes and allow time to look at your child’s books.**

Select carefully the **time** and **day** and **class teacher**. Older children may be sent with instructions to choose an appointment time. If you do not collect or deliver your children, please send a note to the class teacher requesting a particular day and a time will be chosen for you. Please avoid telephoning the school to make the appointment for the Consultation Evening.

You will have an opportunity to look at your child’s relevant work before discussions with the teacher. Each class will have a waiting area with children’s work ready for you to look at.

If you need to discuss your child’s progress at any time, you are welcome to make an appointment by calling in at the end of the school day or telephoning.

Yours sincerely,

Mr. K. Wheeler

Head of School