

Monday 28th June 2010

Dear Parent/Carer

School Report and Parent Consultation Evenings

With this letter you will have received your child's annual report.

Each report booklet contains

- (1) a report on every subject area;
- (2) a sheet completed by the child;
- (3) a summary sheet on general progress;
- (4) a separate slip acknowledging receipt of the report which should be signed and returned to the class teacher.

Each subject report contains a summary of the main parts of the course your child has been studying, the teacher's assessment of your child's standards of achievement compared with the standards expected of all children in your child's year group and an individual pupil target aimed at highlighting areas of need or improvement. You are also invited, if you wish, to comment on the report slip.

Parents Consultation Evenings

If there are any points that you wish to discuss, your child's class teacher will be available on Thursday 1st July from 5.00 – 8.00 pm or Wednesday 7th July 3.30 – 5.30 pm. To minimise waiting and queuing times, would you please indicate on the form attached the approximate time and the teachers that you would like to make an appointment with. We will try where possible to group your appointments but this may prove to be difficult with teachers who teach a subject to many children in different years.

If your child has an Individual Education Plan and you would like to discuss any aspects of the provision with Mrs Partridge our Special Educational Needs Co-ordinator, please indicate this on the attached slip and we will try to make an appointment for you as close to your child's class teacher appointment as possible.

Please return the form by Wednesday 30th June 2010 at the latest so that your times can be confirmed. You will receive confirmation of your appointment through your child.

Yours sincerely,

Mr N Mills
Headteacher

Parents' Consultation Evenings
Thursday 1st July/Wednesday 7th July 2010

Name _____ Class _____

Please circle the best time slot(s) for you

Thursday 1st July 2010

5.00 – 5.30 5.30 – 6.00 6.00 – 6.30 6.30 – 7.00
7.00 – 7.30 7.30 – 8.00

Wednesday 7th July 2010

3.30 – 4.00 4.00 – 4.30 4.30 – 5.00 5.00 – 5.30

I would like to see my child's class teacher Mr/Mrs/Miss _____

I would like to make an appointment to see the following teachers:-

I would like to see Mrs Partridge regarding my child's Individual Education Plan
(please tick)