



Acre Heads Primary School



Parent/Teacher Meetings: Spring Term 2018

30.1.18

Dear Parents and Carers,

You are invited to meet your child's teacher to discuss their progress. Please indicate a session when you will be able to attend on the reply slip and return it to school by Tuesday 6th February. If you have more than one child in school, you will obviously need the meetings to take place on the same day so please complete a separate form for each child so that we can match appointments for you.

While we will make every effort to accommodate the session you have requested, it may not always be possible and an alternative time slot will be offered. As you will appreciate, these meetings must last no more than 10 minutes so other parents and carers are not kept waiting. Therefore, to avoid causing other parents to wait, staff will let parents know when the meeting must end. Please understand that this is to help the meetings go well for all parents. If you feel you need a longer appointment this may be possible but you would need to arrange an alternative mutually convenient time with the teacher. This is obviously not possible for every child in the class!

It is not physically possible to make separate appointments for every split family in school. If it is possible for split parents to take it in turns to attend alternate parents' evenings, or even better, to come together, it would be very much appreciated. Please note – all appointments will need to be finished by 6:40pm.

Kind regards,

Mrs Rachel Robinson
Headteacher

Parent/Teacher Meetings Reply Slip: Spring 2018

Name of Child: _____

Class _____

Please show 1st, 2nd, 3rd choice

I would like an appointment to meet my child's teacher at

Wednesday 21st February

- 3:45pm - 5:15pm
- 5:15pm - 6:25pm
- Any time on this evening

Monday 5th March

- 3:45pm - 5:15pm
- 5:15pm - 6:25pm
- Any time on this evening

Signed (parent/carer)

Name of brother/sister _____ Class _____

Name of brother/sister _____ Class _____

Please return this slip by Tues 6th February – first come, first served.