



20<sup>th</sup> September 2017

Dear Parents/Carers

**Parent Teacher Consultations : Autumn Term : Monday 2<sup>nd</sup> October 4.30-7.00pm and Wednesday 4<sup>th</sup> October 3.30-6.00pm**

Please **tick your preferred time period** for our consultation and return it to me by **Tuesday 26<sup>th</sup> September** so that I can confirm the time to you. Appointments are for 10 minutes; should it be necessary for a longer discussion I will be happy to arrange this with you individually. **Consultations will be held in your child's classroom.**

Yours sincerely

Flora McKechnie  
Class Teacher

**Parents– please could you tick your preferred time period and return this reply slip by Tuesday 26<sup>th</sup> September. Thank you**

Name of pupil _____	
<u>Monday 2<sup>nd</sup> October 4.30-7pm</u>	<u>Wednesday 4<sup>th</sup> October 3.30-6pm</u>
3.30-4.00 not available Monday	_____
4.00-4.30 not available Monday	_____
4.30-5.00 _____	_____
5.00-5.30 _____	_____
5.30-6.00 _____	_____
6.00-6.30 _____	not available Wednesday
6.30-7.00 _____	not available Wednesday

If you have another child in the school please give their name and class here:

I/We would particularly like to discuss the following \_\_\_\_\_

**Mrs Sandon-Webb will be available for appointments to see parents whose children have an Independent Learning Plan (IEPs) from 3.30-6pm.**

3.30-4.00 \_\_\_\_\_ 4.00-4.30 \_\_\_\_\_ 4.30-5.00 \_\_\_\_\_ 5.00-5.30 \_\_\_\_\_ 5.30-6.00 \_\_\_\_\_

Signed: \_\_\_\_\_