Petworth CofE Primary School
South Grove Petworth GU28 OEE
Telephone: 01798 342369

2nd October 2020

Dear Parents/Carers,

Parent Teacher Consultations: Tuesday 20th October 4.30pm to 7pm; and Thursday 22nd October 3.45pm to 6pm

Due to the present circumstances we will be holding our parent teacher consultations via a telephone call on the dates above. The main purpose of the telephone conversation will be to discuss how your child has settled back to full time education; small step targets for the coming term; and how we can all support your child to reach their full potential.

Please **tick your preferred time period** for your telephone consultation and return it to me by Friday 9th October, so 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.

Yours sincerely,

MsRHarris

Rachel Harris
Maple Class Teacher

Parents– please could you tick your preferred time period and return this reply slip by Friday 9th October to Mrs Harris. Thank you.

Name of pupil_____

Tuesday 20th October 4.30pm to 7pm   **Thursday 22nd October 3.45pm to 6pm**

3.45-4.30   **not available on Tuesday**   _____

4.30-5.00   _____   _____

5.00-5.30   _____   _____

5.30-6.00   _____   _____

6.00-6.30   _____   **not available on Thursday**

6.30-7.00   _____   **not available on Thursday**

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 telephone appointments for parents whose children have an Independent Learning Plan (ILPs) from 4:30pm-7pm on Tuesday 20th October and 3:45pm-6pm on Thursday 22nd October. **Please tick the preferred time.**

Tuesday 20th October   **4.30-5.00** ☐ **5.00-5.30** ☐ **5.30-6.00** ☐ **6.00-6.30** ☐ **6.30-7** ☐

Thursday 22nd October   **3.45-4.30** ☐ **4.30-5.00** ☐ **5.00-5.30** ☐ **5.30-6.00** ☐

Name: _____ Signed: _____