



2<sup>nd</sup> October 2020

Dear Parents/Carers,

**Parent Teacher Consultations: Tuesday 20<sup>th</sup> October 4.30pm to 7pm; and Thursday 22<sup>nd</sup> 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 9<sup>th</sup> 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,

Amie Langham  
Beech Class Teacher

**Parents– please could you tick your preferred time period and return this reply slip by Friday 9<sup>th</sup> October to Miss Langham. Thank you.**

Name of pupil \_\_\_\_\_

**Tuesday 20<sup>th</sup> October 4.30pm to 7pm**

**Thursday 22<sup>nd</sup> 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 20<sup>th</sup> October and 3:45pm-6pm on Thursday 22<sup>nd</sup> October. **Please tick the preferred time.**

**Tuesday 20<sup>th</sup> October**    4.30-5.00 ☐   5.00-5.30 ☐   5.30-6.00 ☐   6.00-6.30 ☐   6.30-7 ☐

**Thursday 22<sup>nd</sup> October**    3.45-4.30 ☐   4.30-5.00 ☐   5.00-5.30 ☐   5.30-6.00 ☐

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