



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,

Zoe Pennicotte-Henri
Elm Class Teacher

Parents– please could you tick your preferred time period and return this reply slip by Friday 9th October to Miss Pennicotte-Henri. Thank you.

Name of pupil _____

Tuesday 20th October 4.30pm to 7pm

3.45-4.30 not available on Tuesday

4.30-5.00 _____

5.00-5.30 _____

5.30-6.00 _____

6.00-6.30 _____

6.30-7.00 _____

Thursday 22nd October 3.45pm to 6pm

not available on Thursday

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: _____