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Admin Officer
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Dear Parents

Pupil-Parent-Teacher Consultation Meetings: Thursday/Friday 23rd/24th February

As in previous years there will be two days on which we will be offering appointments for you to meet with your child's class teacher this term. These will take place on Thursday 23rd February and Friday 24th February. On Thursday appointments will be from 3.30pm until 8.00pm. On Friday we have organised one of our 5 day closures and so appointments will be from 9.00am until 4.00pm. We expect that the daytime meetings will be really helpful to many of you and this allows us to give everyone a 15 minute appointment (rather than the 5 minute slots in most schools). **We would encourage everyone to consider using the Friday slots as this makes it much easier to give a longer slot to each parent.**

As we are committed to involving pupils in their education we would like to encourage parents to bring their children to the meetings so we can discuss progress and targets for the rest of the year together. We would like pupils to lead some of the meeting by sharing some of their work and the progress they have made so far this year. They will prepare this in class before the appointments and will be supported by their teacher. If you want an opportunity to talk to the teacher without your son/daughter then this can be arranged at the end of the appointment.

The time for each appointment is 15 minutes to enable a full discussion about your child's progress whilst looking at their key targets for the rest of the year. The main reason to have our main consultation evening in February is so that we can focus on what we need to work on for the second half of the school year. When it comes to the appointments please enter the school via the main door and wait for your child's teacher outside of their class room. We will endeavour to keep to time as we know how frustrating it can be for those of you waiting. At the meeting you will be able to collect a copy of the mid-year target sheet to take away after your discussion with the class teacher.

Both Mrs Smith (SENCo) and Mrs Davis (Year 6) are available should you wish to meet with them.

Please complete the attached reply form and return it to your child's class teacher. Please note that due to the consultation meetings there will be no clubs after school on Thursday 23rd February (except the year 3/4 football club run by Andover FC and the Mini V orchestra run by Hampshire Music Service)

Yours sincerely

Tim Deery
Headteacher

Reply Slip - Parent Consultation Meetings

Child's Name: _____

Class: _____

Please indicate below by ticking **three** boxes, the appointment times you would prefer for your appointment

Thursday 23 rd February	
3.30pm - 5.00pm	<input type="checkbox"/>
5.00pm - 6.00pm	<input type="checkbox"/>
6.00pm - 7.00pm	<input type="checkbox"/>
7.00pm - 8.00pm	<input type="checkbox"/>

Friday 24 th February	
9.00am - 10.00am	<input type="checkbox"/>
10.00am - 11.00am	<input type="checkbox"/>
11.00am - 12.00noon	<input type="checkbox"/>
12:00 noon - 1:00 pm	<input type="checkbox"/>
1.00pm - 2.00pm	<input type="checkbox"/>
2.00pm - 3.00pm	<input type="checkbox"/>
3.00pm - 4.00pm	<input type="checkbox"/>

I would like an appointment with Mrs Smith (SENCO) on **Thursday 23rd February**

I would like an appointment with Mrs Davis (Year 6 groups) on **Thursday 23rd February**

I would like an appointment with Mrs Davis (Year 6 groups) on **Friday 24th February**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Classes & names of brothers/sisters: _____