

Dear Parents

2<sup>nd</sup> October 2015

### **Parent Consultations**

We are holding Parent Consultations on Wednesday 21<sup>st</sup> October and Thursday 22<sup>nd</sup> October 2015. This will provide an opportunity for you to meet your child's class teacher and discuss your child's progress. The consultations will be held in the school hall. **We would prefer it if children did not sit at the desk with parents during the consultation to allow all involved to have a frank and clear discussion without fear of upsetting your child with comments they may not fully understand.**

**Please be aware that each appointment is 10 minutes long.** Please do not be offended if the teacher stops the appointment after 10 minutes and asks that you make an additional appointment to continue discussions. It is really important that we adhere to the schedule and finish on time as I am mindful that staff will have been working since 8.00am and will continue to prepare for the following day's work after parents evening has finished. As with the March parents evening we will be continuing with the bell system, on the first ring this will indicate that your appointment with the class teacher is nearing its end and a second time to alert you that the appointment has finished.

Please tick a box below to indicate what time you are available for your appointment and add your child's name and class to the reply slip. **PLEASE RETURN to the office by Tuesday 6<sup>th</sup> October.** Appointments will be allocated on a first come, first served basis by the School Office. If you need to change your appointment after you have received it, please contact the School Office.

Yours sincerely

Mrs Susannah Connell  
Lead Executive Headteacher  
On behalf of Middlefield Primary Academy (part of TDLPT)

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### **Parent Consultations:**

Child's Name.....Class.....

#### **Wednesday 21<sup>st</sup> October:**

Before 5pm ☐

After 5pm ☐

#### **Thursday 22<sup>nd</sup> October:**

Before 5pm ☐

After 5pm ☐

**If you have other children in school please provide names and classes to help us link appointments**

Child's name..... Class .....

Child's name..... Class.....