Folksworth C of E (VC) Primary School
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Cambridgeshire County Council

Headteacher: Michelle Norbury

1st November 2018

Dear Parents/ Carers,

This term's parent's consultations will take place on **Tuesday 13th November** and **Thursday 15th November** between **3:30pm and 6pm.**

The meetings will be held in the hall and you will have the opportunity to view pupils' books following your appointment.

To limit the number of people in the hall we would be grateful if, wherever possible, children do not attend the evening. Where children have to attend please ensure they wait on the seating area at the centre of the hall.

In addition to this, we are pleased to say that the **'Book People'** Book fair will be open on both evenings.

You will have received your child's mid-term assessment summary along with this letter. During the meeting you will have the opportunity to discuss your child's progress and areas for further focus. An **appointment slip will be sent out on Tuesday 6th November** confirming the time and date.

This is a perfect opportunity for you to meet with your child's teacher and an important chance to discuss ways we can work together to ensure your child reaches their full potential. If you are unable to attend either of these dates, please email the class teacher directly to arrange a meeting on an alternative date.

Please ensure that you complete the attached appointment request slip and return it to school by **Monday 5th November.**

We look forward to seeing you there!

Yours sincerely,

Miss Michelle Norbury
Headteacher

Parent's Consultation Appointment Request

Name of Child _____   Class _____

Please indicate when you are available for appointments in the table below (tick as many as you can):

	Tuesday 13th November	Thursday 15th November
3:30 – 4:00		
4:00 – 4:30		
4:30 – 5:00		
5:00 – 5:30		
5:30 – 6:00		

My child has siblings in the following classes: _____