

18th September 2009

KS2 'Parents' Consultation – Years 5 and 6
Thursday 1st October 3.00 – 6.00pm

Dear Parents,

You will already know from our newsletter that the first of this year's parents' consultation meetings will be held on **Thursday 1st October**. This initial meeting will be informal and is an ideal opportunity to meet your child's form tutor at an early stage in the year and to see some of our pupils working during their lesson time.

Your child's form tutor, who is responsible for his/her day-to-day welfare and progress, will be available in the **Year 5 Block or Year 6 Area (Top Floor Main Block – 6AC Rm1 Ground Floor) from 3.00pm until 6.00pm**. The timing is planned to give you an opportunity to visit the school during the working day, or immediately after, accompanied by your child.

Although the emphasis is intended to be pastoral in nature, concentrating on how your child is settling into their new year group, we do hope you will come along and join us for a cup of tea or coffee, if only to 'put a face to a name'.

To help us with our arrangements on the evening, please return the reply slip below to your child's form teacher, as soon as possible.

If you have a more private, specific concern, individual appointments can be made, or if you urgently require a formal discussion with a form tutor, please contact the school in the usual way for an alternative mutually convenient appointment.

I look forward to seeing you on 1st October.

Yours sincerely

I. Mitchell
(Head Teacher)

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To: Mr Mitchell, Etonbury Middle School.

Name of child Form

I shall/shall not (*please delete*) be attending the parents' evening on Thursday 1st October 2009.

Kindly circle your preferred timing below:

3.00 - 3.30; 3.30 – 4.00; 4.00 - 4.30; 4.30 – 5.00; 5.00 – 5.30; 5.30 – 6.00.

If you require a private appointment please tick here

Signed

Parent/Guardian