



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

2nd October 2009

Dear Parents / Carers,

We will be holding parent/teacher consultations at the school on **Monday, 12th October, 3.30 – 6.00pm** and **Tuesday, 13th October, 5.30 – 8.00pm**. This will give you an opportunity to talk to your child's teacher to find out how they are progressing at school.

The consultations will be held in the school halls. Please go to the hall in the **Lower Building for consultations about children in Foundation, Year 1 and Elder**, and to the hall in the **Upper Building for consultations about children in Elm and Years 3, 4, 5 and 6**.

The appointments are limited to 10 minutes and staff will be doing their best to ensure that timetables for appointments are followed. We will be ringing a bell to signal the end of the 10 minute time slots. Should you need to discuss any matters in detail with your child's teacher and feel that this will take longer than a 10 minute appointment, please feel free to arrange to come in and see him/her after school on another occasion.

The evening will give you the opportunity to ask any questions you might have and to find out more about the kind of activities your child will be undertaking during the rest of the school year.

There will be a list of appointment times in the **Upper Building entrance area** from **Monday, 5th October. Please come in and put your name down.**

If you need to bring your child/children with you for the parent/teacher consultations, please ask them to stay in the 'Drop-In Centre' in the dining hall whilst you have your appointment.

Yours sincerely

Robert Staples
HEADTEACHER