



## FAIRLANDS PRIMARY SCHOOL & NURSERY

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Pound Avenue  
Stevenage  
Hertfordshire  
SG1 3JA

1<sup>st</sup> October 2010

Dear Parents / Carers of **Poplar Class**

**Mrs Denis and Mrs Uriri** will be holding their parent/teacher consultations at the school on **Monday, 11<sup>th</sup> October, 4.30 – 8.00pm**. This will give you an opportunity to talk to them to find out how your child is progressing at school.

Poplar Class consultations will be held in the upper hall.

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 **dining hall (upper building)** at the start and end of the school day from **Monday, 4<sup>th</sup> October**. **Please come in and put your name down**. If you wish to come in during the school day to make an appointment, please go to the school office.

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