



FAIRLANDS PRIMARY SCHOOL & NURSERY

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

30th September 2011

Dear Parents/Carers

Parent Consultation Evenings

We are holding Parent Consultation Evenings on **Monday 10th October from 5.30pm – 8pm** and **Tuesday 11th October from 3.30pm to 6pm.**

Parents are invited to meet the class teacher and discuss how their children are progressing. The teachers will be sitting in the halls for consultations lasting 10 minutes. This short appointment 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. 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.

Please go to the hall in the **Lower Building for consultations about children in Foundation and Year 1** and to the hall in the **Upper Building for consultations about children in Years 2, 3, 4, 5 and 6.** 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.

The appointment booking system is changing slightly this year. You are asked to complete the form below and return it to the class teacher, who will give you an appointment at a time when you are available. **Please complete one form for each child.** If you have children in different classes, we will try to arrange appointments to link with the other teachers.

PLEASE RETURN YOUR FORMS **BY WEDNESDAY 5TH OCTOBER.** You will receive notification of your allocated time by the 7th October.

Yours sincerely,

Robert Staples
Headteacher

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PARENT CONSULTATIONS

Child's Name: Class Teacher:

Name/s of any sibling/s and their Class Teacher's name:

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Please tick as many boxes as possible to indicate when you would prefer an appointment:

MONDAY 10th OCTOBER

5.30 - 6.30

6.30 - 7.30

7.30 - 8.00

TUESDAY 11th OCTOBER

3.30 - 4.30

4.30 - 5.30

5.30 - 6.00

Parent's signature.....Date.....