



37 Courtlands Avenue, Kew. TW9 4ES Tel: 020 8487 8437
Headteacher: Darren Norman

16th October 2015

Dear Parents and Carers,

Parents Consultations

We will be holding individual parents' meetings to discuss your child's progress and their targets on **Monday 16th November between 2.00 – 5.00pm and Wednesday 18th November between 4.00pm -7.00pm.** You will be allocated a 10 minute appointment with the class teacher on one of these days. It is important that we stay within these timescales to ensure everyone has an opportunity to speak to their teacher.

For these consultations, we would like to invite your child to attend, please note that this is optional.

Parents may also be offered an additional appointment with Nell Webb, our Inclusion Manager.

Please complete the tear off slip indicating within which 1/2 hour slot you would prefer your 10 minute appointment and on which day. Please choose two so that we can accommodate your preference.

Fit for Sport will be running a free of charge crèche facility in the school hall/community room.

Please return the slip to school by **Friday 23rd October.** We will inform you of your appointment time after half term.

Yours sincerely,
Darren Norman
Headteacher.

Name of Child.....

Class

Appointment Slots

Monday 16 th November 2015		Wednesday 18 th November 2015	
Time	Choice: 1st, 2nd	Time	Choice: 1st, 2nd
2.00 – 2.30		4.00 – 4.30	
2.30 – 3.00		4.30 – 5.00	
3.30 – 4.00		5.00 – 5.30	
4.00 – 4.30		5.30 – 6.00	
4.30 – 5.00		6.00 – 6.30	
		6.30 – 7.00	

Signed.....