

Kingston St Mary Church of England Primary School

Greenway, Kingston St Mary, Taunton, Somerset, TA2 8JH



Headteacher: Miss Kim Greenslade

Tel: 01823 451353



E-mail: sch.209@educ.somerset.gov.uk Website: <http://www.kingston-st-mary.somerset.sch.uk>

27 February 2018

Dear Parent/Carers

Consultation Evenings

Please find attached the form to make an appointment with your child/children's class teacher/s at the forthcoming Parent Consultation Evenings on:

Thursday 15th March 3.30 - 7.00

Monday 19th March 3.30 - 7.00

Appointments are ten minutes for each child. Class teachers will keep the meeting time to ten minutes to ensure parents with later appointments are not kept waiting; if necessary teachers will arrange to meet with you again at a mutually convenient time.

Please indicate a suitable time slot/s on the attached form. Please tick as many time slots as possible.

The slip should be returned to school by registration on Tuesday 6th March please. Confirmation of your appointment/s will be sent home with your eldest child on **Thursday 8th March.**

We will do our best to accommodate your request but cannot guarantee that we will be able to allocate chosen times, particularly if slips are handed in late.

At the meeting you will be asked to sign a slip to confirm that the key information regarding your child's current achievements and targets has been shared with you. The teachers will retain the slip to photocopy; the copy will be sent home in an envelope, by Friday 23rd March for your records.

Yours sincerely

A handwritten signature in black ink that reads 'K Greenslade'.

Miss Kim Greenslade
Head teacher

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Parents' Consultation Appointment Request Spring 2018

Thursday 15th March 3.30 - 7.00

Monday 19th March 3.30 - 7.00

I/ we would like to discuss the progress of the following pupil(s) with the relevant class teachers:

Please write all your children's names and classes in age order in the table.

Child's Name	Class	Appointment Day & Time <i>(to be completed by the teacher)</i>

Please tick as many as possible

Thursday 15 th March 3.30-7.00		Monday 19 th March 3.30-7.00	
3.30-4.00		3.30-4.00	
4.00-4.30		4.00-4.30	
4.30-5.00		4.30-5.00	
5.00-5.30		5.00-5.30	
5.30-6.00		5.30-6.00	
6.00-6.30		6.00-6.30	
6.30-7.00		6.30-7.00	

Signed Date

We all strive to do our best, as we live, love and learn together