

# The Downs Primary School and Nursery

The Hides, Harlow, Essex, CM20 3RB.

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## Parent/Teacher Consultation Evenings

Tuesday 22<sup>nd</sup> October and Thursday 24<sup>th</sup> October

Dear Parents/Carers,

We have arranged the following Parent/Teacher Consultation Evenings for you to come along and meet with your child's class teacher. Teachers from **Years 1 to 6** will be available on both evenings and appointments will run for 10 minutes. (We are not arranging appointments for children in nursery or reception classes as the EYFS team will contact their parents separately):

- Tuesday 22<sup>nd</sup> October – appointments available between 3.30pm and 6.00pm
- Thursday 24<sup>th</sup> October – appointments available between 4.00pm and 7.00pm

These meetings are extremely important as they provide an opportunity for both teachers and parents to discuss any concerns and share the children's progress and achievements. These meetings also provide parents with an ideal opportunity to demonstrate to your children your commitment to their education and success. It is imperative that we work together to ensure the best support for your child and their learning.

**To arrange a consultation time please complete and return the slip below by Friday 11<sup>th</sup> October.**

Every effort will be made to arrange an appointment for you on the date you have selected. If for any reason you cannot attend the time you are allocated, please do let us know.

Members of our Governing Board (LGB) will also be available to chat to on both evenings.

We look forward to seeing you.

Yours sincerely

Ms Jeanette Allen  
Headteacher

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Name of child.....Class.....

Name of child.....Class.....

Name of child.....Class.....

I would like to book an appointment to see my child's teacher on (please tick the appropriate box):

Tuesday 22<sup>nd</sup> October – appointments available between 3.30pm and 6.00pm

Thursday 24<sup>th</sup> October – appointments available between 4.00pm and 7.00pm

Signed.....Parent/Carer