

The Downs Primary School and Nursery

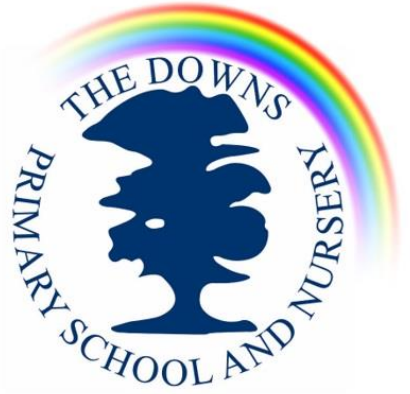
The Hides, Harlow, Essex, CM20 3RB.

Headteacher: Ms Jeanette Allen

Telephone: 01279 445538 Fax: 01279 438482

E-mail: admin@downs.essex.sch.uk

Website: www.downsschool.com



Parent/Teacher Consultation Evenings
Tuesday 19th October and Thursday 21st October

Dear Parents/Carers,

We have arranged the following Parent/Teacher Consultation Evenings for you to talk with your child's class teacher. Teachers from Reception to Year 6 will be available on both evenings and appointments will run for up to 10 minutes.

- Tuesday 19th October – appointments between 3:30pm and 6:30pm
- Thursday 21st October – appointments between 4pm and 7pm

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.

Every effort will be made to arrange an appointment for you on the date you have selected. If for any reason you are unable to come into the school and would prefer a telephone conversation, please indicate this and we will contact you.

To arrange a consultation time please complete the form or email admin@downs.essex.sch.uk with your preference and the name and class of your child/ren by Friday 15th October.

We look forward to seeing you.

Yours sincerely

Ms Jeanette Allen

Headteacher

Name of Child/Children	Class

I would like to book a consultation with my child's teacher on (please tick the appropriate box):

- Tuesday 19th October – appointments available between

<input type="checkbox"/>	3:30pm to 4:30pm
<input type="checkbox"/>	4:30pm to 5:30pm
<input type="checkbox"/>	5:30pm to 6:30pm

- Thursday 21st October – appointments available between

<input type="checkbox"/>	4pm to 5pm
<input type="checkbox"/>	5pm to 6pm
<input type="checkbox"/>	6pm to 7pm

I would like to book a telephone consultation with my child's teacher (a time will be sent to you by email).