



# St. Margaret's

C.E. Primary School, Heywood

01706 369639

January 2013



Dear Parent or Carer,

I am sure that you will want to know how your child has progressed in school since the start of the school year. This letter is to invite you to come to speak with your child's teacher. Through this discussion, we aim to set agreed and realistic targets for the rest of the school year as well as reporting on progress so far and your child's achievement.

Teachers will be available in the School Hall (not classrooms) on the evening of **THURSDAY 7th FEBRUARY**, with the actual times to be arranged by the teacher concerned. If you need a particular time, please put this on the reply slip, and we will try to help if we can. If you really cannot make this date or if the teacher is unavailable at the time you want, please discuss this with your child's class teacher direct, and make a mutually convenient arrangement for a different date.

I will also be available for discussion with parents and carers. No appointment is necessary to see me; please just come and have a word.

Please use the form below to let us know you are coming, and send it back to your child's teacher as soon as possible. We will then send you a reply slip in due course, which will give an appointment time. We do our best to keep somewhere near the appointment times, but please be prepared for some waiting for your turn to see your child's teacher. We look forward to meeting with you then. If we don't hear from you, we will contact you as we do need to talk with all parents and carers.

Yours sincerely,

Mrs Maxine Beresford

Headteacher



Please send this slip back to your child's teacher as soon as possible.

## SPRING TERM 2013 STAFF- PARENT/CARER CONSULTATION EVENING

Name of my child.....

in Year.....

Please arrange an appointment for me to see the teacher.



I will also be wanting to see teachers for Year(s)..... on this evening.

Signed..... (Parent/Carer)

Date.....