



Mrs Louise Lavelle - Head Teacher
Mrs Joanne Wise - Deputy Head Teacher
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Dear Parents/Carers,

31st October 2022

NURSERY, RECEPTION & KS1 (YR1 & YR2) - PARENT/TEACHER MEETINGS - AUTUMN TERM

Parents/Carers are invited to come to school and discuss their child's progress with the class teacher and look at their child's books. Arrangements will be as follows:-

- Appointments will be for 10 minutes. Please keep as closely as possible to the time allocated to avoid lengthy delays for other parents/carers. The interview is intended to involve discussions on your child's current achievement and progress.
- Please complete the reply slip below to choose your preferred date/time. Early reply will ensure your choice of day but inevitably it is not possible to give everyone their first choice.
- These meetings are for **PARENTS/CARERS ONLY**
- All meetings will take place in the school hall, with areas allocated for each teacher.
- Parents/Carers will have opportunity to look at their child's books before or after their meeting.
- **Please note that the Parent/Teacher meeting for Mrs Exley's class will be postponed to a later date. We will let you have details of dates/times as soon as possible**
- Meetings will take place on the following dates:

MONDAY 7th November - (2.30pm - 5.00pm) and TUESDAY 8th November - (3.45-6pm) The following staff will be available for meetings on these days -

Mrs Baum (Y2), Miss Curle (Y1), Mrs Downs (Rec), Miss Davis (Nursery)

Please return the tear off slip with your choice of appointment day/time circled and return to school as soon as possible.

Mrs. Wise is available for a separate appointment if you would like to discuss your child's special educational needs in more detail. You may also make an appointment to discuss any concerns about your child with me.

Yours sincerely, Mrs Lavelle, Headteacher

I would like a Parent/Teacher Meeting appointment to discuss my child's progress. If possible I would prefer:

Monday 7th November with an early / middle / late afternoon appointment OR

Tuesday 8th November with an early / middle / late afternoon appointment

Parent/Carer of:

Class:

Teachers are also able to offer virtual appointments via Zoom. If you require this option, please contact the Class Teacher on Class Dojo



The contents of this letter are confidential and are intended solely for the addressee.

Ouston Primary School is part of Jigsaw Learning

