



Mrs Louise Lavelle - Head Teacher  
 Mrs Joanne Wise - Deputy Head Teacher  
 Arisaig, Ouston, Chester-le-Street, Co Durham, DH2 1RQ  
 Telephone/Fax: 0191 410 2599 Email: [info@oustonprimary.org.uk](mailto:info@oustonprimary.org.uk)  
 Web Site: [www.oustonprimary.durham.sch.uk](http://www.oustonprimary.durham.sch.uk)

Dear Parents/Carers,

6<sup>th</sup> November 2023

**NURSERY, RECEPTION, YR1 & YR2 - PARENT/CARER MEETINGS WITH TEACHERS - 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 complete the reply slip below to choose your preferred date/time or use Class Dojo to send your preferred date/time
- 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.
- Meetings will take place on the following dates:

**MONDAY 13<sup>th</sup> November - (2.30pm - 5.00pm) and TUESDAY 14<sup>th</sup> November - (3.30-6pm) The following staff will be available -**

Mrs Dadswell (Y2), Mrs Baum (Y2), Mrs Exley (Y1), Miss Lowery (Rec), Miss Davis (Nursery)

Mrs Downs (Rec) will be available for meetings on these days -

**TUESDAY 14<sup>th</sup> November - (3.30-6pm) or WEDNESDAY 15<sup>th</sup> November - (2.30pm - 5.00pm)**

**Please return the tear off slip with your choice of appointment day/time circled and return to school as soon as possible. Or let the teacher know your preferred time day/time using Class Dojo.**

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 an appointment to discuss my child's progress. If possible I would prefer:

**Monday 13<sup>th</sup> November** with an early / middle / late afternoon appointment OR

**Tuesday 14<sup>th</sup> November** with an early / middle / late afternoon appointment OR

**Wednesday 15<sup>th</sup> November (Mrs Downs only)** with an early / middle / late afternoon appointment

Parent/Carer of: .....

Class: .....



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

**Ouston Primary School** is part of Jigsaw Learning

