



Eastway Primary School
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Headteacher: Mrs Emily Morris

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Parent Teacher Meetings

Dear Parents and Carers of children in Reception up to Year 6,

Following positive feedback from families and staff regarding the last Parent Teacher meetings, we are going to follow the same format this year. Both parents and teachers feel it more beneficial to have individual meetings where matters concerning children may be discussed in private.

We will therefore be holding the following meetings over the course of the school year:

Autumn Term - Tuesday 6th November 2.30- 6.00pm

Individual 10 minute appointments to meet class teachers and discuss how children have settled into their new classes and discuss the targets set for their learning this year.

Spring Term - Wednesday 13th March 2.30- 6.00pm

Individual 10 minute appointments to look at children's work and review learning in child's MidYear Report

Summer Term

Full written reports will be distributed on Thursday 4th July 2019. Parents will have the opportunity to make an appointment with their class teacher following receipt of their child's report should they need to discuss anything further. Children's work books will also be sent home to share with families.

It is very important that you attend these meetings to receive valuable information in a confidential environment about your child's well-being, their progress and how best you can support them at home. We look forward to welcoming as many parents as possible.

Below is a booking slip for you to complete and return to your child's class teacher. Tick which time slot best suits you and we will do our best to allocate a 10 minute slot in your preferred time, on a first come first served basis.

If you have other children in the school, it is important that you add their their name and class on the slip so that we can try to allocate times that are close together for your convenience. Please return your completed slip to school by **Tuesday 30th October** and your appointment slip will be sent home on **Friday 2nd November**.

Yours sincerely,
Mrs Emily Morris
Headteacher

****PLEASE COMPLETE AND RETURN NO LATER THAN TUESDAY 30TH OCTOBER 2018****
Parent Teacher Meeting - Tuesday 6th November - Booking slip

Child's name: _____ Class teacher: _____

I would to book an appointment within the following time slot - (Please tick your choice)

2.30 - 3.30pm	3.30 - 4.30pm	4.30 - 6.00pm
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sibling's name: _____ Class teacher: _____

Sibling's name: _____ Class teacher: _____

Sibling's name: _____ Class teacher: _____