



St Margaret's

Church of England Academy

London Road, Bowers Gifford, Basildon, Essex SS13 2DU
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Executive Headteacher: Mrs E Wigmore
Head of School: Mrs G Smith

5th November 2018

Dear Parents /Carers

Parents Consultation Evening – Thursday 15th November 2018

You are invited to meet your child's teacher on Thursday 15th November 3.30pm ~ 8pm

Parents consultation evening is a valuable opportunity for you to discuss with the teacher your child's progress and attainment, targets for the year and ways we can work together to support your child's learning over the rest of the academic year. If you have more than one child at the school, we will try to make sure that appointments are made to enable you to visit each teacher with only a small break between appointments.

At the beginning of the year these meetings are to establish targets for the year for your child and discuss how your child has settled into the beginning of the year. As this is an introductory meeting there is no need for children to attend particularly during the afternoon sessions when they can continue their learning. We would ask you not to bring younger children/toddlers to your appointment times where possible. This will allow the discussions with class teachers to be more productive. Books will not be out at these meetings but another time will be made where you can look at these in more detail.

Please tick the box to show whether you would prefer your appointment in the beginning, middle or later half of the evening and return to the class teacher as soon as possible and no later than 9.00am on **Friday 9th November**. Please check your child's book bag for your appointment time on Tuesday 13th November. Anyone who does not return a slip will be allocated a time, and this may not be able to be changed if the appointment is not convenient. I look forward to seeing you on the 15th.

ALL AFTER SCHOOL CLUBS WILL BE CANCELLED ON THIS DAY.

Yours sincerely

Mrs G. Smith
Head of School

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PARENTS EVENING ~ THURSDAY 15TH NOVEMBER 2018

3.30pm ~ 5pm

5pm ~ 6.30pm

6.30pm ~ 8pm

I will not be able to attend parents evening.

Child's name..... Class.....

Signed.....Parent/Carer Date.....

Names of other children at school and classes:.....

