

22 September 2023

Dear Parent/Carer

The first of our parent/carer consultations for this academic year will take place on **Wednesday 18 October 2023 and Thursday 19 October 2023 from 3.30pm – 6.30pm and 3.30pm – 5.30pm respectively**, details as follows.

Parents/carers will be able to see their child's class teacher for a 10-minute appointment. Your child is welcome to attend the meeting with you. This will enable teachers to share information with parents/carers about their child's progress so far, this academic year, and to share their individual pupil targets.

Please complete the slip below and return to your child's class teacher no later than **Friday 6 October 2023**. If you have more than one child at school please complete the slip below for each child. **(PLEASE NOTE - YOU ONLY NEED TO COMPLETE ONE SLIP PER FAMILY)**. Teachers will liaise and organise appropriate times so that you can see all teachers with just one visit to school rather than having to come at 3.30 pm and then again at 5.10pm etc.

The parent/carer consultations will take place in your child's classroom. Parents/carers are required to **enter and exit the school grounds via the top gate and go straight to the school hall** where refreshments will be available. Your child's teacher will collect you at the time given for your meeting.

Thank you.

Kind regards

Mrs Jayne Winnard  
Headteacher

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**HEATHER GARTH PRIMARY ACADEMY PARENT/CARER CONSULTATIONS**

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Brother/Sister \_\_\_\_\_ Class \_\_\_\_\_

Brother/Sister \_\_\_\_\_ Class \_\_\_\_\_

Brother/Sister \_\_\_\_\_ Class \_\_\_\_\_

I/We would prefer: (please tick one box)

**Wednesday 18 October 2023**

Preferred time

3.30 pm to 4.30 pm

4.30 pm to 5.30 pm

5.30 pm to 6.20 pm

**Thursday 19 October 2023**

Preferred time

3.30pm to 4.30pm

4.30pm to 5.20pm

Signed \_\_\_\_\_

Date \_\_\_\_\_