



MEADGATE PRIMARY SCHOOL

Mascalls Way • Great Baddow • Chelmsford • Essex CM2 7NS

Tel: (01245) 259403

E-mail: admin@meadgate.essex.sch.uk • Website: www.meadgateprimary.com

Executive Headteacher: Mr. J. J. Figg

13th October 2023

Dear Families,

Consultation Evening

We are holding our Autumn consultation meetings on Tuesday 7th November, Wednesday 8th November and Thursday 9th November. These meetings are to discuss how the children have settled into their new classes, their progress to date and the targets that have been set for them for the year ahead. These are especially important to ensure progress.

Parents and carers may attend on their own; however in years 3-6, children are encouraged to be more independent learners and can be involved in the discussion around their progress and share with you their successes and targets. For these reasons, I would strongly encourage the children to attend the meeting with you.

I would be grateful if you could complete the slip below and return it to school as soon as possible, indicating your preferences. We will endeavour to give you an appointment in the time slot you request, however please understand that this may not always be possible. If you can be flexible with the timings, please help us by ticking more than one box. If you have more than one child at the school by including this information on your slip we will try and plan for the most convenient appointments we are able to.

This slip will be returned to you, prior to the consultations, showing your appointment time.

Yours sincerely,

Mr J J Figg
Executive Headteacher

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Consultation Evenings

Child's Name

Class.....

Sibling/s Name..... Class/es.....

I would like an appointment as indicated below:

Date	Times	Preference (please tick)
Tuesday 7 th November	3.30 - 4.30pm	
	4.30 - 5.00pm	
Wednesday 8 th November	3.30 - 5.00pm	
	5.00 - 6.00pm	
Thursday 9 th November	5.00 - 6.00pm	
	6.00 - 7.00pm	
	7.00 - 7.30pm	

Signed.....Parent/Carer

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Family of

You have been given an appointment with the class teacher on at.....