



# MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

5<sup>th</sup> October 2017

Dear Parents/Carers,

## PARENT/TEACHER EVENINGS

We are holding our Autumn parent/teacher meetings on Monday 16<sup>th</sup> October, Tuesday 17<sup>th</sup> October and Wednesday 18<sup>th</sup> October. 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 may attend on their own, however in Key stage 2, children are encouraged to be more independent learners. With this in mind, so that your children can be involved in their progress and share with you their successes and targets, I would strongly encourage the children to attend the meeting with you. This gives the children the opportunity to celebrate their successes and discuss their challenges and future targets in partnership with their parents and teacher.

I would be grateful if you could complete the slip below and return it to school as soon as possible, indicating your preference. 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 are flexible with the timings please help us by ticking more than one box. **This slip will then be returned to you showing your appointment time.**

Yours sincerely,

Mr J J Figg  
Executive Headteacher



## Parent/Teacher Evenings

Child's Name .....

Class.....

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

I would like an appointment as indicated below:

Date	Times	Preference (please tick)
Monday 16 <sup>th</sup>	3.30 - 4.30pm	
	4.30 - 5.00pm	
Tuesday 17 <sup>th</sup>	3.30 - 5.00pm	
	5.00 - 6.00pm	
Wednesday 18 <sup>th</sup>	5.00 - 6.00pm	
	6.00 - 7.00pm	

Signed.....Parent/Carer

You have been given an appointment with the classteacher on ..... at.....