



MEADGATE PRIMARY SCHOOL

Mascalls Way • Great Baddow • Chelmsford • Essex CM2 7NS
Tel: (01245) 259403 • Fax: (01245) 344297
E-mail: admin@meadgate.essex.sch.uk • Website: www.meadgateprimary.com
Executive Headteacher: Mr. J. J. Figg

20th January 2020

Dear Parents/Carers,

CONSULTATION EVENINGS (Reception, Year 1 & Year 3 to Year 6)

We are holding our spring consultation meetings on Thursday 6th, Monday 10th and Tuesday 11th February 2020.

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 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 for each child and return it to the post box outside the school office 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



CONSULTATION EVENINGS (Reception, Year 1 & Year 3 to Year 6)

Child's Name

Class.....

Sibling/s Name.....

Class/es.....

I would like an appointment as indicated below:

Date	Times	Preference (please tick)
Thursday 6 th February 2020	5:00 – 6:00pm	
	6:00 – 7:00pm	
Monday 10 th February 2020	3.30 – 4:00pm	
	4:00 – 5:00pm	
Tuesday 11 th February 2020	3:30 – 4:00pm	
	4:00 – 5:00pm	
	5:00 – 6:00pm	

Signed.....Parent/Carer

Child's Name

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

