



Headteacher: Mrs Tania Johnson

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21st September 2017

Dear Parent/Carer

Pastoral Parents' Consultation Evening
Wednesday 4th October – 3.30pm – 4.30pm

You are warmly invited to come into school to meet your child's tutor on Wednesday 4th October for a discussion on how your child has settled. At this time staff will be able to discuss pastoral issues with you. There will be a separate evening when you will have the opportunity to speak to subject teachers.

During this afternoon we will also be holding our informal coffee and chat session for all new pupils and workbooks will be available to see for **Year 5 Pupils only**, offering parents the opportunity to share with their child the learning they have undertaken during their first few weeks at Horringer.

Each appointment will be for a maximum of six minutes and will run strictly to time. A late arrival means less time to talk to the teacher. If more time is needed, individual appointments can be made for another day.

Will you please complete the reply slip at the bottom of this letter and give it to your child to bring into school so that their form tutor may book an appointment for you. The allocated appointment time will be written in your child's planner.

This is an important opportunity for both the tutor and yourselves to share information about your child and I hope you will make every effort to attend.

Please sign below and return the slip to acknowledge receipt even if you are unable, or do not wish, to attend.

Yours sincerely

Mrs T Johnson
Headteacher

Parents' Evening Appointment Request – Wednesday 4th October

Pupil's Name

Class

Please tick the appropriate box below

I **wish** to make an appointment

I **do not** wish to make an appointment.

