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23<sup>rd</sup> January 2018

Dear Parents

Please find listed below information for upcoming Parent/Teacher consultations. On the reverse of this letter you will also find information about the Book Fair running from 26<sup>th</sup> – 31<sup>st</sup> January and a request for support with International week.

### **Parent/Teacher Consultations**

There will be Parent/Teacher consultations on Monday 5<sup>th</sup> February between 5pm – 8pm and on Thursday 8<sup>th</sup> February between 4pm – 7pm. If you wish to discuss your child's progress you may make an appointment to do so with the Class Teacher during one of the time bands.

There is a time allocation of **10 minutes** per consultation so please be flexible in your choice and offer at least one alternative time band so that we can arrive at a workable solution. If you have more than one child in school please send back one slip for each child and give details of both children's classes to help the teachers schedule the appointments as close as possible. Please note that if slips are returned late you will be slotted in where there is available space.

Everyone who requests an appointment time with the class teacher will receive a slip with their appointment time on it. On these evenings the pupil entrance gates will be open and you will be able to access the school in the same way that you do each day. As the appointment slots are only 10 minutes each I would ask you to be as prompt as possible for your appointment. Your child's work will be out on the tables in the circulation areas; downstairs for Reception and Year 1 parents and upstairs for Year 2, Year 3, Year 4 and Year 5 parents and will be available for you to have a look at either before or after your appointment and I do ask that you only view your own child's work please. The class teachers will hold the consultations in their classrooms and will come and collect you from the circulation area at the appropriate time.

For an appointment please complete the reply slip overleaf. All slips need to be returned by Monday 29<sup>th</sup> January.

### **International Week**

This year International week will take place during the week beginning March 5<sup>th</sup>. The theme will be Art and Architecture around the world. If you have some great ideas to share for activities that the children could participate in, please do come to a short meeting on Tuesday 30<sup>th</sup> January at 8.50am in the meeting room at the front of the school for a brainstorming session. We would love to hear your ideas.

### **Polite Request**

Please can we remind parents that Mr Edwards is expected to lock the pupil entrance gate at 8.50am. At the end of soft start in the morning the school day commences at 8.50am with registration and on most mornings assembly at 8.55am. After this time and in line with our Safeguarding procedures, the School Office have to be able to account for whoever is in the building. We are noticing an increasing number of parents leaving via the main entrance sometimes well after 9 o'clock. We would also kindly ask that if you are exiting by the main entrance that you do not allow others to pass through the locked internal door and into school without them making the office staff aware. If your child arrives after 8.50am they will have missed registration in class and need to be signed in at the office. If you have younger siblings in Little Robins and arrive after 8.50am you will need to ring on Little Robins bell for them to come to reception to collect your child.

Yours sincerely

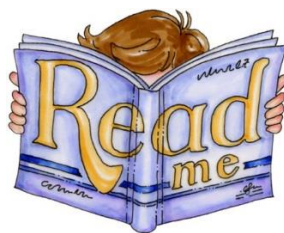
*Mrs J Goddard and Mrs G Stray*  
Co-Headteachers

## Book Fair

The Book Fair will be held in the community room or the shared area in phase 1 on the following days, at these times and for these year groups:

Date	Time	Place	Year group
Friday 26/1	7.45am - 8.15am	Community Room	All
Friday 26/1	3.15pm – 4.00pm	Community Room	Phase 2 – Yr2,3
Monday 29/1	8.15am – 8.45am	Community Room	All
Monday 29/1	5.00pm – 6.00pm	Community Room	All
Tuesday 30/1	8.15am – 8.45am	Downstairs Corridor	All
Tuesday 30/1	3.15pm – 3.50pm	Phase 1 shared area	Phase 1 – YrR,1
Wednesday 31/1	7.30am - 8.00am	Community Room	All
Wednesday 31/1	3.15pm – 3.50pm	Community Room	Phase 3 – Yr4,5

There will be a wide range of books for sale and all commission from the sales will come back to us in books for the classrooms and library. You are most welcome to come to the fair during the above times with or without the children. If you are unable to come but would like to purchase a book, this can be done online at [www.travellingbooks.co.uk](http://www.travellingbooks.co.uk). Any orders would need to be made by Tuesday 30th January so that the books can be delivered to school by the end of the Fair.



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### Parent/Teacher Consultations

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Sibling's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Sibling's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Preferred Times:

#### **Monday 5th February**

5.00pm - 5.30pm

5.30pm - 6.00pm

6.00pm - 6.30pm

6.30pm - 7.00pm

7.00pm - 7.30pm

7.30pm - 8.00pm

#### **Thursday 8th February**

4.00pm - 4.30pm

4.30pm - 5.00pm

5.00pm - 5.30pm

5.30pm - 6.00pm

6.00pm - 6.30pm

6.30pm - 7.00pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_