



Alban City School  
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10<sup>th</sup> October 2018

Dear Parents

### **Parent/Teacher Consultations**

There will be Parent/Teacher consultations on Monday 22<sup>nd</sup> October between 5pm – 8pm and on Wednesday 24<sup>th</sup> October 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, Year 5 and Year 6 parents and will be available for you to have a look at either before or after your appointment and we 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 **Tuesday 16<sup>th</sup> October**.

### **Harvest Festival**

Reverend Mark will be leading a Harvest assembly with the children on 23<sup>rd</sup> October. As part of our Harvest celebrations we will be supporting the charity Spotlight on Africa again this year. This is a development charity dedicated to making a lasting difference to the people of Eastern Uganda, an area torn apart by decades of conflict. Thousands have been displaced from their land, with their homes demolished and livelihoods destroyed. The charity works to provide services such as clean water, healthcare and education. We are holding a non-school uniform day on Friday 26<sup>th</sup> October in return for a £1 donation to the charity. We would also like to support a school in The Gambia who are in need of new pencils, crayons and marker pens, so any donations of these items of stationery in addition to the £1 would also be very welcome.

### **Scooter parking**

We are unable to provide any scooter parking from Monday 22<sup>nd</sup> – Friday 26<sup>th</sup> October because Year 6 pupils are taking part in Bikeability training and we will need to use the scooter park to store their bikes.

### **Viola lessons**

Ms Diamond is offering viola lessons from January in addition to violin lessons. If you are interested in your child learning to play the viola please email Ms Diamond on [imi.diamond@gmail.com](mailto:imi.diamond@gmail.com)

### **School uniform**

Please support our school uniform policy by ensuring your child comes to school in the correct uniform and black school shoes, not trainers.

### **Paying for School meals and trips etc on line**

We would encourage you where possible to pay for school meals, trips etc on line through the school gateway. If you need to set this up, please find the details below about how to do so:

1. Please download the School Gateway app for your phone or access the School Gateway through the following link- <https://login.schoolgateway.com/0/auth/login>
2. You will then need to register for School Gateway with the same email address and mobile phone number that the school has stored for you. Please note that if two parents are sharing an email address only one of them can use that email to register for School Gateway.

3. Once registered you will be sent a four-digit PIN which you will need to use to login. This PIN will be sent to the mobile phone number which you have registered.

Yours sincerely

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

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**Parent/Teacher Consultations**

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

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

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

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

Preferred Times:

**Monday 22<sup>nd</sup> October**

5.00pm - 5.30pm

5.30pm - 6.00pm

6.00pm - 6.30pm

6.30pm - 7.00pm

7.00pm - 7.30pm

7.30pm - 8.00pm

**Wednesday 24<sup>th</sup> October**

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: \_\_\_\_\_

**NB**

Please DO NOT use this form if your child is in Saffron Class as consultations have already taken place.

Please DO Not use this form if your child is in Sky Class as consultations have already taken place or have been booked in for Monday 22<sup>nd</sup> October only.