



St Andrew's Church of England
 Primary School
 Mandeville Road
 Marks Tey
 Colchester
 Essex
 C06 1HL
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 admin@st-andrewscofe.essex.sch.uk

Head Teacher: Mrs L Berkeley, M.A.

7th June 2018

Dear Parents,

Formal Parent Consultations will be held on Monday 16th July. Appointment slots will run from 1.50pm- 3pm continuing at 3.30pm – 5.20pm and then the last sessions will run from 6pm – 7.50pm ending at 8pm.

The appropriate member of staff will be available to discuss your child's progress for a period of ten minutes, in the school hall. The arrangements for parent consultations are complex; therefore it would be appreciated if the ten minute appointment could be adhered to.

The children's work will be available for you to view prior to the consultation. Their trays will be in the hall for appointments during the school day and on tables, in their classroom, for all appointments after 3.30pm.

Please indicate on the attached slip the most convenient time and return to the school office by **Monday 18th June**. Your preferred time, or as near as possible, will be allocated and you will be informed in due course. Please be advised that slots will be allocated on a first come first served basis.

Yours sincerely,

Mrs H. Horner
 LSA/ICT Administrator

✂.....

NAME OF CHILD/CHILDREN _____

Tick appropriate box/es:

MRS STROUD	<input type="checkbox"/>	MRS ROGERS	<input type="checkbox"/>
MISS PARSLEY	<input type="checkbox"/>	MRS DENNY	<input type="checkbox"/>
MISS O'KEEFFE	<input type="checkbox"/>	MRS SMITH	<input type="checkbox"/>
MRS GRANGER	<input type="checkbox"/>		

The most convenient time for me to attend is _____p.m.

