

Swanmead Community School



Ditton Street
Ilminster
Somerset
TA19 0BL

Telephone: 01460 52431
Facsimile : 01460 55305
e-mail: Swanmead@educ.somerset.gov.uk
Web Address: swanmeadschool.co.uk

Headteacher: Mr. M. Walker

11th April 2018

Dear Parent/Guardian,

YEAR 5 PUPILS

SUBJECT CONSULTATION EVENING – Wednesday, 25th April 2018

To ensure parents have the opportunity to fully engage with subject teachers regarding the progress their children are making as well as their class teacher, a Consultation Evening has been arranged for **Wednesday, 25th April 2018**.

Mr. Whitfield, Mr. Lees, Mrs. Oaten and Mrs. Sharman (5ML Maths) will be available for appointments from **4.00 p.m. to 7.00 p.m.** in the School Hall. All other staff will be available in their classrooms for you to speak with and you will also have an opportunity to see your child's books. There will not be specific appointments for staff in their classrooms but there will be for those in the Hall.

This Consultation will give you opportunity to focus on attainment targets set and discuss with subject teachers ways in which support can be given both at home and in school, to ensure these targets are met. The process will support pupils in feeling positive about their achievements – it is important that they attend with parents.

Mrs Tulloch, SENCo will also be available to meet with parents of pupils on the SEN register from 4.00 p.m. – 5.30 p.m. Please ask your child to make an appointment with her in the usual way. Mrs Tulloch is available in the HUB on Tuesdays, Wednesday afternoons and Thursdays.

Please indicate on the sheet overleaf the teacher(s) you wish to meet and the most convenient time. It will be the responsibility of your child to show this to the named teachers in order to make an appointment – the teachers will write the time on the sheet.

Should you not wish to meet with teachers on this occasion, please sign as indicated at the bottom of the page, to acknowledge receipt of this letter. Please return this to your child's tutor.

Yours sincerely,

Mark Walker
Headteacher



**Year 5 - Subject Consultation Evening
Wednesday, 25th April 2018**

**Mr. Whitfield, Mr. Lees, Mrs. Oaten and Mrs. Sharman
in the Hall for appointments from 4 p.m. – 7 p.m.
All other staff in their Classrooms – no appointment necessary**

Name of Pupil	Tutor Group: 5 –
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Please tick ALL the boxes on this return slip which show times when you could conveniently come in. Your child should take this to teachers to make appointments as soon as possible.

Times you can make

4.00	4.30	5.00	5.30	6.00	6.30	7.00
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I would like to see the following subject teachers (Subject)	Teacher	Appointment Time <i>(to be filled in by the Teacher)</i>

Signed:..... Date:.....
Parent/Guardian

I/We have received the Year 5 Consultation Evening letter and do not wish to make an appointment on this occasion.

Name of Child:..... Tutor Group:...5 -.....

Signed:..... Date:.....
Parent/Guardian