

Swanmead Community School



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Web Address: swanmeadschool.co.uk

Headteacher: Mr. M. Walker

23rd April 2019

Dear Parent/Guardian,

YEAR 5 PUPILS SUBJECT CONSULTATION EVENING – Tuesday, 30th April 2019

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 **Tuesday, 30th April 2019**.

Mr. Whitfield, Mrs. Oaten and Miss Cox 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 Perkins (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 arrange this appointment through the School Office.

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
Tuesday, 30th April 2019**

**Mr. Whitfield, Mrs. Oaten and Miss Cox
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