



East Garforth Primary School

'Reach for the sky and one day we'll be flying'

Headteacher : Mrs K. Godfrey

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9.10.09

Dear Parents and Carers,

Parent Teacher Consultations

Monday, October 19th (2.30 p.m. - 5.00 p.m.)

Tuesday, October 20th (2.30 p.m. - 7.30 p.m.)

Please return the slip below indicating at least 2 times that would be most suitable for you. Each consultation will last 5 minutes. It is important that you are punctual and that teachers keep to times or this will have an impact on meetings throughout the school. An appointment slip will be returned to you indicating the time for your meeting.

It is important that if you have more than 1 child in school that you return a slip to each class teacher. The staff will liaise to try to keep your appointment times as close together as possible.

Please note that children in KS1 will be dismissed from the Upper Hall at the end of the school day and not through the classroom cloakrooms. Parents need to wait in the Y5/6 playground until each KS1 class is sent out 1 at a time. Any KS1 children who are not collected (as their parents are in a consultation) should remain with staff in the hall and wait to be collected from there. F2 and KS2 children will be dismissed as usual. Please make sure your child(ren) know where you will be.

Yours sincerely,
Mrs Godfrey

PARENT/TEACHER CONSULTATIONS

October 2009

Name of child Class

Please indicate classes of other children in school.....

Appointment Times (indicate at least 2)

Monday, October 19th

2.30 - 3.00 3.00 - 3.30

3.30 - 4.00 4.00 - 4.30

4.30 - 5.00

Tuesday, October 20th

2.30 - 3.00 3.00 - 3.30

3.30 - 4.00 4.00 - 4.30

4.30 - 5.00 5.00 - 5.30

5.30 - 6.00 6.00 - 6.30

6.30 - 7.00 7.00 - 7.30

Name of Parent(s)..... Signed

