



WEST SUSSEX COUNTY COUNCIL
SUMMERLEA C.P. SCHOOL



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'Growing thoughtful learners and independent thinkers'



Tuesday 19th November 2019

Dear Oak Class Parents and Carers

Parent Consultation Meetings

I am pleased to be able to write to you to let you know about parent consultation meetings arrangements for children in Oak Class. We have planned three sessions on Thursday 28th November, Tuesday 10th December and Thursday 12th December 2019. Mrs Strong and Mr Powell will be leading the meetings together.

The aim of these meetings is to talk about your child's progress so far and next steps for learning, as well as to answer any questions that you may have.

By spreading the meetings over three evenings, we are able to offer parents more choice and a more focused meeting – with teachers meeting no more than 10 parents/carers in one evening. We feel this ensures a better quality meeting for both parents/carers and staff.

Attached you will find a reply slip – please indicate your preferred day and time band and then return the form to Mrs Strong or Mr Powell.

Once a time slot has been allocated, your child's teacher will send home a note advising the time. Obviously, we will do our utmost to accommodate your preferred time. We will, however, be working on a first come first served basis for the more popular appointment times. It would be helpful if you could return your slip by this **Thursday 21st November 2019.**

If you would like to meet a member of the Inclusion Team to discuss any concerns you may have with regards to your child's special or additional educational needs or wellbeing, please indicate this on the attached form and we will contact you separately to make an appointment.

Yours sincerely

Helen Morris

Mrs Helen Morris
 Headteacher



Please indicate your preferred time by ticking the boxes below and return this slip to Mrs Strong or Mr Powell.

Name of Parent/Carer:

Name of child: ClassYear

Thursday 28th November 2019	Class	Year	3.15 - 4.30pm	4.30 - 5.30pm
Mrs Strong and Mr Powell	Oak	1		
Inclusion Team (a suitable time to be arranged)				

Tuesday 10th December 2019	Class	Year	3.15 - 4.30pm	4.30 - 6.00pm
Mrs Strong and Mr Powell	Oak	1		
Inclusion Team (a suitable time to be arranged)				

Thursday 12th December 2019	Class	Year	3.15 - 4.30pm	4.30 - 6.00pm
Mrs Strong and Mr Powell	Oak	1		
Inclusion Team (a suitable time to be arranged)				