



5<sup>th</sup> October 2017

Dear Parents and Carers

We would like to invite you into school to attend a pupil progress meeting with your child's class teacher. In this meeting we will discuss their learning and the progress that they have made. It will be a good opportunity for us to talk about their next steps and how we can help support your child both at school and at home.

This is a ten minute appointment and is not to discuss concerns or worries which may need more time. If you would like to speak with your child's teacher at greater length, please do not hesitate to contact us to arrange a mutually convenient time.

Please complete the appointment request below, indicating which day you would prefer and return to school as soon as possible.

We look forward to meeting with you.

Kind regards

Mrs Dawson  
Reception Teacher

Miss Hamer  
Reception Teacher

**CHILD'S NAME** .....

**\*Monday 16<sup>th</sup> October**                      **3.40 – 5.00 pm**

**\*Tuesday 17<sup>th</sup> October**                      **3.40 – 5.30 pm**

**\*Wednesday 18<sup>th</sup> October**                      **3.40 – 5.30 pm**

**\*Thursday 19<sup>th</sup> October**                      **3.40 – 5.00 pm**

**\*Please circle as appropriate**



Sutton in Craven Community Primary School