



Court Lane Junior School
Hilary Avenue,
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PO6 2PP

Head Teacher: Mrs Judith Ramshaw
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Monday 14th October 2019

Dear Parents and Carers,

PARENT/TEACHER CONSULTATION – November 2019

You are invited to one of our Parent/Teacher Consultations on either:

- **Monday 4th November** (3:30pm-6:30pm)
- **Thursday 7th November** (3:30pm-6:30pm)

You will be able to discuss your child's work and progress and there will also be the opportunity to see your child's books and to discuss any issues you may wish to raise.

We regard these meetings as an essential part of the partnership between home and school. Please make every effort to attend. If you are unable to attend, teachers will make every effort to see you at another time that is mutually convenient. However, these requests should be kept to a minimum as teachers are often busy with clubs, meetings and training after school.

Please indicate on the slip attached the date and time that is most convenient to you and return to the class teacher by Monday 21st October. Teachers will allocate a time for each child as near as they can to the time you request. Ten minutes is allocated for each appointment. Please help us to keep to time by ensuring that appointments do not go beyond this.

Mrs Reynolds and I will be available on both evenings. We will be based in the leadership office, but may be around the school.

Please note that if your children come with you on the evening they should not be left unsupervised anywhere on school premises, but especially not on the playground.

As mentioned in the Harvest celebration letter, the Foodbank require donations throughout the year so we will be a collection point during the week of our parental consultations each term. A particular request from the Portsmouth Foodbank is for non-refrigerated juice, tinned vegetables (not beans), UHT milk and tinned fish. We would like to thank you in advance for any contributions you are able to make and we know that the Foodbank will be very grateful for your contributions throughout the school year to support the work they do within Portsmouth.

We look forward to seeing you.

Yours sincerely

Mrs J Ramshaw
Head Teacher

Monday 4th November 2019
PARENT /TEACHER CONSULTATION

Name of Child: _____ Class: _____

I/we would like to meet our child's teacher on **Monday 4th November** (please delete as necessary).

The best time(s) would be: 3:30pm – 4:20pm
4:30pm – 5:20pm
5:30pm – 6:20pm

Signed: _____ Date: _____
(Person with parental responsibility)

Name and class of other children in school _____

Please state preference and return to class teacher by Monday 21st October 2019

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Thursday 7th November 2019
PARENT /TEACHER CONSULTATION

Name of Child _____ Class _____

I/we would like to meet our child's teacher on **Thursday 7th November** (please delete as necessary).

The best time(s) would be: 3:30pm – 4:20pm
4:30pm – 5:20pm
5:30pm – 6:20pm

Signed: _____ Date: _____
(Person with parental responsibility)

Name and class of other children in school _____

Please state preference and return to class teacher by Monday 21st October 2019