

Tuesday 26<sup>th</sup> February 2019

Dear Parents,

**Re: Reception & Year 1 Consultations**

As you will be aware from the school calendar, the Reception & Year 1 Consultations are scheduled on Monday 4<sup>th</sup> March.

Appointments to see Reception & Year 1 form teachers can be made via the sign-up sheets on your child's classroom door.

Access to the Moat for these consultations will be via the Y2 gate. Appointments will be for 10 minutes in your child's classroom between 3.40 and 6.30pm. In order to help the evening run to time and ensure all parents get quality time to discuss their child's progress, there will be a bell system in operation and we would respectfully ask that all parents adhere closely to the 10 minute slot with their child's form teacher.

Refreshments will be served in the Moat corridor and there will be a waiting area for parents prior to their appointment. We will also be providing a childcare facility for the duration of your appointment which can be found in classroom 2M. I will also be in attendance throughout the afternoon should you wish to raise any whole school matters with me.

Should you be unable to attend the evening or if you have any further queries about Parents' Evenings please speak to your child's form teacher or contact me via email

[j.debenham@herefordcs.com](mailto:j.debenham@herefordcs.com)

Yours sincerely,

JM Debenham