



Laura Pearce
Headteacher

Wednesday 15th November 2023

Dear Parent,

Parent Consultation Booking – Starling Class

We would like to invite you to attend the Parent Consultation, which will be face to face on the date below, for your child. The teacher will be available for appointments between 1pm and 6pm. This is an opportunity to discuss your child's progress, and for any concerns to be raised which either you or the teacher may have.

Each appointment will be approximately 10 minutes long. If you have a particular problem or any worries, which you think may need a longer consultation, please make another appointment with your child's teacher. Your child should attend the appointment with you, therefore if your appointment is during school time, your child will be collected from their class to meet you. School will finish at the normal time of 3.15, however if your child's appointment is before this time then your child may leave after your appointment. Siblings who do not have an appointment on this day will not be allowed to leave school early.

Date	Venue
Wednesday 29th November 2023	Meeting Room via The School Office

Please book your appointment via Arbor from 9.00 am on Thursday 16th November 2023. Guidance on how to do this can be found by following this link <https://www.hazelbury-primary-school.co.uk/attachments/download.asp?file=5982&type=pdf>

In order for the meetings to keep to time, it would be very helpful if you could arrive 5 minutes before your appointment. If you are too late, we may not be able to see you. If you need a translator, please bring a family member or a friend to help you.

Each year parents are required to complete the Home School Agreement and this can be done by following this [link](#) and should be done prior to the Parent Consultation Meeting.

Please make every effort to attend. If you cannot make the appointment, please inform the Class Teacher. If you have any queries, please do not hesitate to speak to the Class Teacher or the School Office.

Yours sincerely

Kathleen Cushnie
Acting Headteacher

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