



SOMERSET COUNTY COUNCIL
ILCHESTER COMMUNITY PRIMARY SCHOOL
HEADTEACHER: Mr N J Heath BA (Hons) PGCE
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THE EARLY YEARS DEPARTMENT
2 SALERNO CLOSE
ILCHESTER
YEOVIL
BA22 8WQ
TEL: 01935 849222

THE INFANT DEPARTMENT
ILLUSTRIOUS CRESENT
ILCHESTER
YEOVIL
BA22 8JX
TEL: 01935 840328

THE JUNIOR DEPARTMENT
SOMERTON ROAD
ILCHESTER
YEOVIL
BA22 8JL
TEL: 01935 840568

19th February 2018

Dear Parent/Carer

Parent-Teacher Consultations – Tuesday 13th and Wednesday 14th March 2018

Parent-Teacher consultations will take place on the above dates, when you will have the opportunity to discuss your child's progress. Please indicate the most convenient time for an appointment on the slip provided and return it to us as soon as possible and, at the very latest, by **26th February**. If you are flexible with times please feel free to tick more than one convenient time slot. Please note that consultations will be allocated on a first come, first served basis. Confirmation of the precise time of the appointment will be forwarded to you.

Parents are asked to arrive ten minutes prior to your appointment, collect your child's work from the main hall and take a seat outside your child's class. This provides parents with the opportunity to look at your child's work prior to meeting with the teacher. Children who accompany parents may stay in the hall during the consultation and read a book or complete another quiet activity.

A ten-minute appointment can be arranged as follows:

Tuesday 13th March: 3.40pm – 7.00pm Infant & Junior Dept
Wednesday 14th March: 3.40pm – 6.00pm Infant & Junior Dept

Alternatively, it may be possible to arrange an appointment on another day immediately after school. If this would be more convenient, please contact your child's teacher.

IT IS IMPORTANT TO NOTE THAT MOST AFTER SCHOOL CLUBS DURING THIS WEEK WILL BE CANCELLED;

WITH THE EXCEPTION OF THE JUNIOR FOOTBALL CLUB WITH THE YEOVIL TOWN COACH ON MONDAY AND SIMPLY FOOTBALL WITH MR FLATTERS ON TUESDAY.

Yours sincerely

N J Heath
Headteacher

**Parent-Teacher Consultations
Tuesday 13th & Wednesday 14th March 2018**

Please tick the time(s) that would be most convenient for a consultation. We shall endeavour to arrange an appointment as close as possible to your choice.

Please tick

Tuesday 13th March		Wednesday 14th March	
3.30 – 4.00		3.30 – 4.00	
4.00 – 4.30		4.00 – 4.30	
4.30 – 5.00		4.30 – 5.00	
5.00 – 5.30		5.00 – 5.30	
5.30 – 6.00		5.30 – 6.00	
6.00 – 6.30			
6.30 – 7.00			

Please list brothers/sisters so we can do our best to stagger times between appointments appropriately. One form must be completed per child.

Sibling name:	Class

PLEASE LEAVE A GAP OF HALF AN HOUR BETWEEN APPOINTMENTS IF YOU HAVE TWO OR MORE CHILDREN.

My child has an IEP and I would like Mrs Jones
(Inclusion Leader) to join the consultation meeting.
(Please tick)

Name of child:

Class:

Signed:

Date: