



Warboys Community Primary School

Humberdale Way
Warboys
Huntingdon
Cambridgeshire
PE28 2RX

Headteacher - Mr M Kelsey

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Dear Parent/Carer,

8th October 2007

Re: Parent-Teacher Meetings – Autumn Term

Over the course of the year we would like to keep you up to date with how well your child is progressing. Our formal programme is as follow:-

When	Format	Notes
Autumn Term	Meeting	Opportunity to discuss settling and current progress any concerns.
Spring Term	Meeting	A chance to look at work and have a discussion on progress expected outcomes and any concerns.
Summer Term	Written Report	This covers all National Curriculum subjects and R.E. It also shows assessment results and comments on progress.
Summer Term	Optional Meeting	An opportunity to discuss any issues from the report.

Of course, you can make an appointment to see a teacher at any point during the year by contacting the office or the member of staff directly.

Parents of pupils who have an IEP (individual Education Plan) will be allocated an extended meeting time to allow for the review of IEP's.

Meetings will be held this term on Wednesday 17th October 3:30 p.m. – 6:30 p.m. and Thursday 18th October 4:30 p.m. – 7:30 p.m. If you wish to give a preferred time please indicate on the form and we will do our best to meet that need. If you can be flexible with time, please leave it blank. If you cannot attend on any of these dates please try to make alternative arrangements with the class teacher.

Please return the slip below as soon as possible in order to have your preferred time.

Yours regards

Mr Martin Kelsey

Please return this slip to your class teacher

Child's Name: Class:

Preferred date for interview:

*Wednesday 17th October /Thursday 18th October *(please delete as appropriate)

Preferred time: (Wednesday 3:30 p.m. – 6:30 p.m.
Thursday 4:30 p.m. – 7:30 p.m.)

Signed Parent/Guardian

Other children in classes