

Park Hill Infants' School



Monday 4th November 2024

Dear Parents/ Carers,

Parent/Teacher Consultation Week – Monday 18th November to Friday 22nd November

During our Parent/Teacher Consultation Week, beginning on Monday 18th November, we will be offering you the opportunity to discuss your child's progress and development. Appointments can be made for after school between 15:40pm-16:50pm during this week.

Appointments will be arranged for the duration of 10 minutes per child. It is important that you attend on time for your allotted time, to avoid delays to other parents/ carers. These appointments must end promptly in order to run on time.

Please complete the **appointment request form** via Teachers2Parents on or before **Wednesday 13th November at 12pm** – this form will be emailed to you shortly.

Your child's class teacher will advise you of your allocated appointment date and time via a slip in your child's book bag. Please note that your time has not been confirmed until you receive the appointment slip from your child's class teacher.

If your child has a Special Educational Needs Support plan, you do not need to make an appointment. Your child's teacher will contact you to arrange a separate meeting this week (Monday 4th November 2024- Friday 8th November 2024.)

Yours sincerely,

A handwritten signature in black ink, appearing to read "Ms Charman".

Ms Charman
Headteacher