

Seghill First School

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Headteacher: Miss T Chappell

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A Achieves
M More



01 November 2017

Dear Parents and Carers

The autumn term meetings for class teachers to meet with parents and carers will take place **on Tuesday 14 November** and **Wednesday 15 November** from 3:30pm.

Meetings will take place in the **hall**. You are welcome to bring your child with you to the meeting, but they will have to entertain themselves while you meet with the class teacher. Drawing and colouring activities will be available and children are welcome to bring in a book, toy or Ipad from home.

Appointments are for **ten minutes**. Teachers have been asked to stick to this time limit so it is fair for all parents and carers. If there is a significant issue that you feel needs to be discussed at length, please make an alternative appointment to see your child's class teacher. Please do not make other parents and carers miss their slot by extending your meeting beyond the time allocated.

On Friday **we will send home a date and time for your appointment** for you to check. If the appointment date and time is not convenient, please see your child's class teacher next week, who will try to find an alternative slot for you.

Yours sincerely

Miss Chappell
Headteacher