



TROTTS HILL PRIMARY SCHOOL & NURSERY

Wisden Road
Stevenage
Herts
SG1 5JD

Telephone 01438 314189
Fax 01438 314191
email: admin@trotts Hill.herts.sch.uk
www.trotts Hill.herts.sch.uk

Interim Headteacher: Miss Colette Pidgeon
Interim Deputy Headteacher: Mrs Sanjeet Shergill

10th February 2017

Dear Parents/Carers

Parent consultation sessions are being held on **TUESDAY 28TH FEBRUARY** for KS2 parents.

Appointments will be offered from **1.20pm to 4.00pm and from 5.00pm to 7.00pm**. We hope that most parents will be able to make arrangements to fit in with these timings.

Teachers will meet with parents in the school hall and parents are asked to arrive in good time for their appointments and wait on the seats in the hall until they are called by the class teacher.

At 3.00pm it is important that the parent consultations continue in a calm and quiet atmosphere so that parents can look at books and talk to their child's class teacher without being disturbed. We ask that all children wait with their parents at the end of the day or are taken home before parents attend their consultation, when their appointment is before 3.30pm

Your children's work will be set out in the dining room for you to look at, and during the evening sessions (5.00pm to 7.00pm) the classrooms will be open.

Hertfordshire Catering will also be hosting a food tasting session between 2pm to 4pm and 5pm to 7pm for you to sample their spring term menu that they offer.

Please try to avoid bringing pre-school children, especially to the afternoon session as our children will be continuing with their normal working day while appointments take place.

Appointments are for 10 minutes and if there are issues which may take longer your child's teacher will suggest another appointment.

If your child has SEN support and an IEP (Individual Education Plan), the class teacher will go through this with you during your appointment. However, if you would like an appointment to meet Mrs Jill Arnold as SENCO, please indicate this on reply slip.

Please note that school will be closed between 4.00pm and 5.00pm on the consultation days so that teachers can have a refreshment break between the afternoon and evening sessions.

Please indicate on the slip attached the time you would prefer and every effort will be made to send you an appointment between the hours requested.

Please return the reply slip promptly as appointments will be allocated on a first come first served basis.

Yours sincerely

Colette Pidgeon
Interim Headteacher

KS2 Parents Consultations Tuesday 28th February 2017

Child's Name _____ Year _____

I would like an appointment between 1.20pm and 3.00pm

3.00pm and 4.00pm

5.00pm and 6.00pm

6.00pm and 7.00pm

I would like an appointment to discuss my child's SEN provision with Mrs Arnold

Signed _____ Parent/Carer

Please tick your choice of times and return to your child's class teacher as soon as possible.