



27th January 2020

Dear Parents and Carers

The second set of Personal Mentoring meetings this year will be held on **7th February 2020**. Each child will have an approximately 10-15 minute meeting with their class teachers and you are invited to join the meeting to share in this information.

As you will already be aware, school is closed on this date for an INSET day to enable these meetings to take place. You will need to come to school with your child to attend the meeting.

It is very important that you attend one of these meetings with your child.

Please fill in the form below stating your preferences for a time to come to school for this meeting and return it to the office or your child's teacher as soon as possible. *Please give as many preferences as possible.*

Some teachers are able to offer earlier slots (e.g. from 8:00am) or later slots (from 4:30). If you would like an earlier or a later slot on that day, please contact your child's teacher.

You need to complete a separate form for each of your children. If your child has brothers or sisters in other classes, please write their names on the form to help us schedule appointments so they are convenient for you.

You will receive a confirmation slip with the time of your child's appointment.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Helen Best', is positioned above the printed name and title.

Helen Best
Principal

Child's Name: **Class:**

Brothers/sisters in other classes:

_____ Class _____

_____ Class _____

_____ Class _____

_____ Class _____

Please tick **any times** that you are available to come to school to meet with your child's teacher and your child. Please note that it is vital that your child is with you for their appointment.

Fri 7th February 8:30 – 10:30	
Fri 7th February 10:30 – 12:30	
Fri 7th February 12:30 – 2:30	
Fri 7th February 2:30 – 4:30	

Please tick as many boxes as possible to help us schedule appointments
You will receive a confirmation slip with the exact time of your appointment.