



THE BAIRD PRIMARY ACADEMY

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East Sussex, TN34 3TH

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Principal: Carly Welch
Executive Principal: John Smith

Wednesday 18th October 2017

Dear Parents and Carers

Re: Key Stage 2 Parent Consultation Evening

At The Baird we place an emphasis on developing effective home-school relations and recognise the importance of high quality liaison with parents regarding your child's progress and development. We are therefore pleased to offer all parents and carers a Parent Consultation Meeting to give you an opportunity to discuss your child's progress and attainment with their class teacher.

Parent Consultation Meetings will take place on **Wednesday 1st November 2017** from **2.00pm – 6.00pm**.

Ten minutes will be allocated per parent consultation meeting and these will take place in the main hall. Members of the Senior Leadership Team will also be available during these times should you have anything you wish to discuss further.

Parents and carers should use the attached form to request a time slot. Appointments will be allocated on a first-come, first-served basis and we will endeavour to allocate appointments to suit everyone. Class teachers will return an appointment time to you in your child's book bag.

We hope to see as many of you as possible at this important time and relish the opportunity to meet with you all to celebrate your child's achievements.

Yours sincerely

Mrs C Welch
Principal



Child's Name:

Child's Class:

I would like to book a Parent Consultation Meeting at the following time:

2.00 – 2.30

2.30 – 3.00

3.00 – 3.30

3.30 – 4.00

4.00 – 4.30

4.30 – 5.00

5.00 – 5.30

5.30 – 6.00

Signed _____ (Parent / Carer)

For Class Teacher use only.

Thank you for requesting an appointment for Parent Consultations.

Your confirmed appointment time is _____

We look forward to seeing you then.



