



Churchfields Junior School

inspiring excellence



South Woodford, London, E18 2RB | Tel: 020 8504 4650 | Fax: 020 8559 2358 | admin.churchfields-jun@redbridge.gov.uk

19th January 2018

PARENTS' CONSULTATIONS

Dear Parents / Carers

We will be holding Parents' Consultation Meetings on Wednesday 7th and Thursday 8th February 2018. This will be an opportunity for you to meet with your child's class teacher to discuss progress and consider targets for achievement.

Appointments will be booked for **ten minute slots with the class teacher**. Please indicate first, second and third preferences. Teachers will always try to provide your first preference, but please be aware that this is not always possible as each appointment is allocated for a short time. If there is an issue that will take longer to discuss than the allocated time, please contact your child's teacher to make an alternative arrangement to meet.

For the parent consultations, please enter and leave the school via the main door at the school Office. The crèche will be located in the group room, next to the music room. If you are unsure of the location of your child's classroom or the crèche please ask a pupil advocate to escort you. The pupil advocates will be available at the School Office. We are also fortunate to be able to include members of the Pabulum catering team, who will be serving samples of dishes and will be available to discuss the new menu and school dinners with parents.

Please fill in the slip below by ticking the block of time where you would like an appointment, indicating first, second and third choices. **Please return this slip to the class teacher by Thursday 1st February**, who will confirm the appointment. If at any time you need to change the appointment, this must be done through the class teacher, rather than the School Office.

We have a limited number of places in a crèche we will run for younger children whose parents are attending consultation. Please tick the box if you would like to book your child into this facility. They will need to bring a book, toy or game with them. All children should remain in the designated area once booked in.

Yours faithfully

R Emeny

Mrs Emeny
Head Teacher

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Please indicate below your preferred, 1st, 2nd and 3rd choice and return this form to your child's teacher

Wednesday 7th February

3:50	4:00	4:10	4:20	4:30	4:40	4:50	5:00	5:10	5:20	5:30	5:40	5:50	6:00	6:10	6:20
6:30	6:40	6:50	7:00												

Thursday 8th February

3:50	4:00	4:10	4:20	4:30	4:40	4:50	5:00	5:10	5:20	5:30	5:40	5:50	6:00	6:10	6:20
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I would like to book a place in the Crèche

Dear _____ Child's Name _____ (please print)

An appointment has been made for you on _____ February 2018 at _____ pm with the Class Teacher

I look forward to meeting you.

Churchfields Junior School is committed to safeguarding and promoting the welfare of children and young people and we implement Child Protection procedures in the appointment of all staff

