



# Longmeadow Primary School

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**Headteacher: Mrs Emily Howley**

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2nd October 2018

Dear Parents/Carers

**Re: Parent/Teacher Consultations Meetings**

We have organised Parent/Teacher Consultations to take place on:

Monday 15 <sup>th</sup> October	5.30pm – 8pm
Wednesday 17 <sup>th</sup> October	3.30pm – 6pm

Each day before and after school from Wednesday 3rd October until Wednesday 10<sup>th</sup> October the appointment list for each class will be in the main hall. Appointment sheets for Nursery will be in their class. We would ask you to come in and write your child's name next to the appointment time you would like. The forms will be out from 8.15am – 9.15am and 3.15pm - 3.45pm. For those parents unable to call in person, please contact our school office for assistance. There will also be an appointment sheet for our SENCo, Family Worker and INCo.

If you do not make an appointment your child's class teacher will make an appointment on your behalf for you to attend.

Please note class teacher appointments are limited to 10 minutes. Our SENCo, Family Worker and INCo appointments will be 15 minutes long. Should you require longer with your child's teacher, you will be asked to make a further appointment.

Thank you.

Yours sincerely,

**Mrs E Howley**  
Headteacher