COPTHORNE PREPARATORY SCHOOL

Year 5SB - Parent/Teacher Evening on Tuesday 16 October 2018

1 October 2018

Dear Year 5SB Parents

Please find attached the programme for the Year 5 Parent/Teacher Evening on Tuesday 16 October 2018. As this format is new to most parents, this letter sets out to explain how it works!

We timetable you to see all members of staff who teach your child. Some parents have a 6.00pm start time, whilst others have a 7.24pm start time, so please check carefully.

Your 6-minute slot is long enough to talk about general progress. Quite obviously, it is not long enough to talk about major concerns. If, after the evening, you feel you would like to speak to a member of staff for longer, then please feel free to make an 'open ended' appointment via the office for a mutually convenient time.

Some children are taught by Mr Bullock or Mrs Litchfield for two core subjects (Maths/English/Science) and where this is the case, you will have been timetabled for a double block of 12 minutes.

Please arrive before your start time, so that you are ready and prepared. After each six-minute period, a bell will ring, and you will be encouraged to move on to your next appointment. Please do move on swiftly, as any delay does cause serious repercussions later on.

Although only parents speak to the staff, your children can wait in the ICT room for you to finish if necessary.

If you have any problems, please do let me know.

Yours sincerely

Chris Jones

Headmaster