



South Avenue Primary School

South Avenue, Sittingbourne, Kent ME10 4SU

Telephone: 01795 477750

Email: headteacher@southavenue.kent.sch.uk

Head of School: Miss Tracy Cadwallader

26th September 2022

Dear Parents, Carers and Guardians,

Parent Consultations

Parent consultations will be held later this term. Last year's parent consultation meetings were conducted by telephone. We appreciate that this suits the needs of some of our parents better so therefore we would like to continue to offer this as an option. We will also be offering the option of coming into school for a face-to-face consultation if you would prefer.

Which ever option you decide, consultations will be made between **3.30pm – 5:30pm on Tuesday, 18th October 2022** and **3.30pm – 7pm on Thursday, 20th October 2022**. Consultations will be for no longer than 10 minutes. We ask that you choose the best time slot on the attached form. We will endeavour to accommodate this and confirm your session time with you. Please be aware that you may be contacted from an unknown number if you have selected phone telephone as an option, as staff will have to use personal phones to make these calls.

Please return the slip below to your child's class teacher, by **Friday 6th October 2022**; indicating your preferred method and which times you would be available for an appointment. We will do our best to accommodate your timing preferences, but please be aware that this may not always be possible. The appointments at the beginning and end of the sessions are always very popular so please tick all times that you are available. Appointments will be allocated on a first come, first served basis.

If you do select a telephone call as your preferred method, you will be offered the opportunity to see your child's books when your child's class carries out their class assembly.

Yours sincerely

Miss T Cadwallader
Head of School

We Discover, We Learn, We Grow



Parent Consultation Reply Form

Child's Name: _____ Class: _____

My preferred method of consultation is:

Face to Face

Telephone Call

I would like an appointment between the following times (Please tick **all** that apply):

Tuesday 18th October 2022

3:30pm – 4:00pm 4:00pm – 4:30pm 4:30pm – 5:00pm 5:00pm – 5:30pm

Thursday 20th October 2022

3:30pm – 4:00pm 4:00pm – 4:30pm 4:30pm – 5:00pm 5:00pm – 5:30pm 5:30pm – 6:00pm
6:00pm – 6:30pm 6:30pm – 7:00pm

I also have a child(ren) _____ (name) in _____ (class).

_____ (name) in _____ (class).

_____ (name) in _____ (class).

PLEASE RETURN SLIP TO THE CLASS TEACHER BY Friday 6th October 2022