



Chestnut Lane School

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105 Chestnut Lane

Amersham HP6 6EF

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Headteacher: Mrs Gemma Rehal
BA (Hons) Primary Ed, PGCE SENco

2 October 2018

Dear Parents

PARENT CONSULTATIONS

You will find below the arrangements for our consultations which will be held **on Tuesday 16 October (5.30pm to 9.00pm) and Thursday 18 October (6.30pm to 9.00pm).**

The consultations will be for **10 minutes per child**. If you have issues which will require more than 10 minutes, please arrange a separate meeting with your class teacher. Whilst we are happy to discuss your child's progress against the national expectations, please do not ask where your child is in comparison to other children in the same class.

It is important that you **arrive on time** for your consultation in order that the evening runs smoothly for everyone. **We would appreciate it if you could attend without your child/ren.**

The consultations will be held in the hall. The classrooms will be open if you would like to look at your child's work and see the class displays. It is advisable to go and look at your child's work (displayed in their tray) **before** the appointment time agreed. All staff will be arranged at tables around the hall with a designated 'waiting area'.

Please fill in the reply slip and **return to the class teacher ASAP as appointments will be allocated on a first come first served basis.** We will make every effort to arrange an appointment that is suitable for you.

N.B Elangeni have kindly agreed to leave the gates between Chestnut Lane & Elangeni open from 6.00pm until 9.15pm.

Yours faithfully

G Rehal

Headteacher

To : Class Teacher

Please tick more than one box if you can.

Tuesday 16 October	5.30pm – 6.50pm	
	7.00pm – 7.50pm	
	8.00pm – 8.50pm	
I am attending parent consultations at Elangeni		Yes/No

Thursday 18 October	6.30pm – 6.50pm	
	7.00pm – 7.50pm	
	8.00pm – 8.50pm	

PUPIL'S NAME: CLASS:

PARENT'S SIGNATURE: DATE:

