



Dear Parents/Carers,

Wednesday 4<sup>th</sup> October 2023

**Parent/Teacher Consultations**

**Wednesday 18<sup>th</sup> October: 3:30pm to 6:30pm and Thursday 19<sup>th</sup> October 2023: 4:30pm to 7:30pm**

We are writing to confirm details of our Parent/Teacher Consultations which will be held **in person here at school**. The purpose of these meetings is to facilitate a discussion about how your child has settled into this academic year; to learn more about how they are achieving across the curriculum and understand how you may support them to make progress.

Before your allotted time, you will have the opportunity to look through your child's books so please arrive in good time to do this. Appointments are made on the basis of ten minutes per child. If you have more than one child, please ensure that you leave at least a ten minute gap between appointments to enable you to make your way around the school. As we have a limited amount of appointments, as per our policy on our website, we would request that separated parents come together for their child's consultation(s). We really value your support in arriving promptly and being mindful of your ten minute meeting.

Where possible, arrangements should be made for children not to attend the meeting. If children do have to accompany you, then we ask that they sit quietly in the corridors and do not run up and down. Children should not be left to play in the playground and, as per our Home-School Agreement and letters sent home, should not be playing on the equipment. Thank you for your cooperation with this.

The booking system for these important appointments will go live from tomorrow at 6pm. You will be able to book your appointments once you receive the Parentmail notification. The window for bookings will close one week before - for Wednesday appointments at 3:30pm on Wednesday 11<sup>th</sup> October and for Thursday appointments at 4:30pm on Thursday 12<sup>th</sup> October. Please note, once the online booking for Parent/Teacher Consultations closes, you will have to book a slot directly with your child's class teacher. The easiest way to do this is to send an email to [office@barrowhedges.com](mailto:office@barrowhedges.com).

Please note that the following gates/doors will be open to enable you access to and from the school: Radcliffe Gardens gate, Harbury Road gate, main office entrance (no need to buzz for access), single fire door adjacent to Robin class (at corner of Reception building) and main doors at the back of the hall (up the stairs from the playground).

Kind regards,

*Louise Wood*

**Mrs Louise Wood  
Headteacher**



**Harbury Road Carshalton Surrey SM5 4LA**

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