

# The Downs Primary School and Nursery

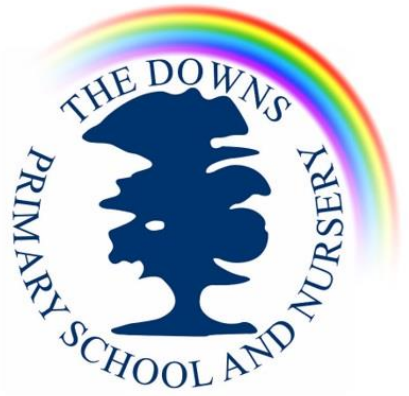
The Hides, Harlow, Essex, CM20 3RB.

Headteacher: Ms Jeanette Allen

Telephone: 01279 445538 Fax: 01279 438482

E-mail: [admin@downs.essex.sch.uk](mailto:admin@downs.essex.sch.uk)

Website: [www.downsschool.com](http://www.downsschool.com)



Wednesday 7<sup>th</sup> October

Dear Parents/Carers

## Parent/Teacher Consultation Evenings

We would like to give you the opportunity to discuss how your child has settled into their new class and how you can support your child at home. We are now planning to have face to face consultations on Tuesday 3<sup>rd</sup> November and Thursday 5<sup>th</sup> November.

We will be asking **one** parent and the child to meet with the teacher. The meetings will be up to 10 minutes long and parents will be asked to wear a face covering. Please arrive at the time allocated to you. You will not be allowed to wait anywhere inside the building.

Parents of Year 1 – 4	Meetings will be held in your child's classroom Please wait to be called for your appointment outside the back door of your child's classroom
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Parents of Year 5 and 6	Meetings will be held in the hall Please wait to be called for your appointment outside the school office
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If you are not on time unfortunately the appointment will be missed and cannot be rescheduled. If you are unable to make a face to face meeting, we can offer a telephone consultation with the teacher for your child upon request (please contact the school office who can arrange this for you).

All chairs and tables will be wiped down after each appointment and we will be adhering to social distancing.

If you have two or more children, please ensure you only bring with you one child at a time for each of their appointments. Unfortunately, because of government guidelines we cannot allow siblings in the classroom or hall.

Please note that these meetings **can be** subject to change at any time. If government guidelines do change and this does not allow for us to offer face to face consultations, then they will be replaced with telephone consultations.

**Please complete the return slip on the reverse of this letter to your child's class teacher before Friday 9<sup>th</sup> October.**

Kind regards

Ms Jeanette Allen  
Headteacher

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Name of child \_\_\_\_\_

Class \_\_\_\_\_

☐ I would prefer a telephone consultation with my child's teacher

or

I would like to book a face to face appointment with my child's teacher on (please tick the appropriate box):

☐ Tuesday 3<sup>rd</sup> November – appointments available between 3.45pm and 7.00pm

☐ Thursday 5<sup>th</sup> November– appointments available between 3.45pm and 7.00pm

Signed.....Parent/Carer