



Avon Green
South Ockendon
ESSEX
RM15 5QJ
TEL No. 01708 852367
FAX No. 01708 851564
E-mail – admin@shawprimary.thurrock.sch.uk
Website: www.shawprimaryacademy.co.uk

Monday 10th June 2024

Dear Parents/Carers for **Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6.**

We are holding Parent/Teacher Consultation Meetings on the following days:

Wednesday 19th June 3.30pm – 5.30pm and Thursday 20th June 3.30pm – 7pm
Nursery ONLY Thursday 20th June 1.30pm – 7pm

We would like you to bring your children with you to the appointment as your child's class teacher will be sharing individual pupil progress information.

Each appointment will last ten minutes and will take place in your child's classroom (unless stated otherwise) – you will be directed to the appropriate classes when you arrive. At the end of ten minutes a bell will ring to indicate that the appointment has ended. Please respect the fact that appointments are limited to 10 minutes. We do not want to create a queue, and want to ensure that you are all seen at the time of your appointment and do not have to wait. If you feel that you need more time to discuss your child's progress, you are very welcome to make an additional appointment at another time. We respect that some of you have taken time off work to attend an appointment, and therefore it is important that we run to time and ensure that we meet your expectations. So that we can avoid large groups of people gathering in the corridors outside of classrooms, please do not arrive any earlier than 5 minutes before your appointment.

This Parents Evening is an opportunity for you to:

- *Discuss your child's current attainment and progress
- *Ask any questions you may have about their learning

Appointments will be allocated on a first-come, first-served basis. If you have more than one child in the school, please indicate all classes that require appointments so that teachers can do their best to keep appointment times as close as possible.

Please complete the slip below and return it to your child's class teacher.

Yours sincerely,
Ms D Kimpton
Headteacher

Please only return **1 slip per family by Friday 14th June 2024**

Child's Name (Please complete)	Class (Please complete)	Day / Time Allocated (school use only)

Wednesday 19 th June 2024	
Time Band	Please Tick
3.30pm – 4.00pm	
4.00pm – 4.30pm	
4.30pm – 5.00pm	
5.00pm – 5.30pm (last appt. 5.20 pm)	

Thursday 20 th June 2024	
Time Band	Please Tick
1.30pm- 2.00pm - Nursery only	
2.00pm – 2.30pm-Nursery only	
2.30pm – 3.00pm – Nursery only	
3.00pm – 3.30pm – Nursery only	
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 (last appt 6.50pm)	