

Colman Junior School
South Park Avenue
Norwich NR4 7AU



Colman Infant School
Colman Road
Norwich NR4 7AW

Mrs Julie Sandford
Headteacher

3rd March 2020

Dear Parent/Carer

Re: Parent - Teacher Consultations

Parent-Teacher consultations will take place on Monday 30th March and Tuesday 31st March, between the hours of 3.30pm to 6pm.

To maintain confidentiality, consultations will be arranged on an appointment basis and each appointment will be ten minutes long. However, if you wish to discuss any matter at greater length, your child's class teacher will be happy to see you at a mutually agreed time. **Please wait outside your child's classroom for your appointment; it is not necessary to sign in at the office prior to your appointment.**

Please complete and return the slip attached to the School Office either indicating your choice of appointment time or letting us know that you are unable to attend on these dates, alternatively you can email the School Office at office@colmanfederation.org.uk with your requirements. You will receive an allocated time from the School Office during the week beginning 23rd March 2020.

Yours faithfully

A handwritten signature in black ink, appearing to read "Julie Sandford". The signature is written in a cursive style and is positioned above the printed name.

Julie Sandford
Headteacher
The Colman Federation

Enc

To: School Office
Colman Infant School

Name of Child(ren) Class.....

I would like an appointment for my child(ren) on:

Class	Date	As near to (please write your time preference in here). Times are between 3.30pm and 6pm on both days
Holly	Monday 30 th March	
Holly	Tuesday 31 st March	
Willow	Monday 30 th March	
Willow	Tuesday 31 st March	
Maple	Monday 30 th March	
Maple	Tuesday 31 st March	
Beech	Monday 30 th March	
Beech	Tuesday 31 st March	
Laurel	Monday 30 th March	
Laurel	Tuesday 31 st March	
Sycamore	Monday 30 th March	
Sycamore	Tuesday 31 st March	

If you have a child/or children at Colman Junior School, we will do our best to get the appointments as close together as possible.
Please list any children here.....

I am unable to make either of these dates (Please tick if this is the case).

Name of Parent(s) attending (Please print name(s)).....