

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 the following dates between the hours of 3.30pm to 6pm.

3DG - Monday 30th March and Tuesday 31st March 2020

3SK - Monday 30th March and Tuesday 31st March 2020

4SH - Monday 30th March and Tuesday 31st March 2020

4JH - Monday 30th March and Tuesday 31st March 2020

5HC - Monday 30th March and Tuesday 31st March 2020

5MC - Monday 30th March and Tuesday 31st March 2020

6SF - Monday 30th March and Tuesday 31st March 2020

6HG - Tuesday 31st March and Wednesday 1st April 2020

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, flowing style.

Julie Sandford

Headteacher

The Colman Federation

Enc

To: School Office
Colman Junior 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
3DG	Monday 30 th March	
3DG	Tuesday 31 st March	
3SK	Monday 30 th March	
3SK	Tuesday 31 st March	
4SH	Monday 30 th March	
4SH	Tuesday 31 st March	
4JH	Monday 30 th March	
4JH	Tuesday 31 st March	
5MC	Monday 30 th March	
5MC	Tuesday 31 st March	
5HC	Monday 30 th March	
5HC	Tuesday 31 st March	
6SF	Monday 30 th March	
6SF	Tuesday 31 st March	
6HG	Tuesday 31 st March	
6HG	Wednesday 1 st April	

If you have a child/or children at Colman Infant 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)).....