



## Emmanuel CE Middle School

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Executive Headteacher: Mr Ron Jenkinson, M.Ed

Head of School: Mr Rob Christopher, BSc (Hons) PGCE

Assistant Headteacher: Mrs Alice Ponchaud, BA (Hons), MA (Ed)

18<sup>th</sup> March 2019

Dear Parents,

### **Parents Evenings - Wednesday 27<sup>th</sup> March and Tuesday 2<sup>nd</sup> April 2019**

Further to the school reports that were sent home earlier this month, I should like to invite you to attend a subject parents evening on Wednesday 27<sup>th</sup> March or Tuesday 2<sup>nd</sup> April 2019. The intention is that these consultation meetings provide an opportunity for you to discuss your child's "next steps in learning".

Staff have been asked, where they teach both core and foundation subjects, to give priority to appointments requested for English, Maths and Science. Therefore, if you are requesting an appointment for a foundation subject your child may be asked to go back to their teacher later to check availability, especially if they predominately teach English, Maths or Science.

An appointment sheet is enclosed for your use. Please complete which teachers you would like an appointment with. **Your child should then see these teachers within school to secure an appointment. Your child should then return this sheet to you.**

Yours faithfully,

Mr R Christopher  
Head of School

Enc

**EMMANUEL MIDDLE SCHOOL**  
**Parent Consultation Evenings**

Please list the staff you wish to see. Circle the day and times you are able to attend. Each appointment will last approximately 5 minutes. Please bear in mind that if your child has the same teacher for more than one subject you may require a 10 minute appointment. Your child should see these teachers within school to secure an appointment time. Your child should then return this sheet to you.

Wednesday 27<sup>th</sup> March                      Between 4.00 & 5.30pm                      Between 5.30 & 7.00pm

Tuesday 2<sup>nd</sup> April                              Between 4.00 & 5.30pm                      Between 5.30 & 7.00pm

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Subject	Teacher	Wed 27 Mar*	Tues 2 Apr*	Appt Time <i>[to be completed by the teacher]</i>

\*Please tick as appropriate

Appointments can also be made to see Mrs Ponchaud, SENDCo, if you wish to discuss your child's SEN. Please add this above placing "SEN" in the Subject column.

We also have a child \_\_\_\_\_ in Class \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian

**Please note that the following part time members of staff are only available as detailed below:**

Wednesday 27<sup>th</sup> March

Mrs Prestage

Ms Fagge

Mrs Stevens

Mrs Stocks

Mrs Thorn

Mrs Thompson

Mrs Whiteman

Tuesday 2<sup>nd</sup> April

Mrs Prestage (from 4pm - 6pm only)

Mrs Whiteman (from 4pm - 6pm only)

Mrs McGraw

Mrs Webster

Mrs Parker