 The Wembley Schools Federation

Lyon Park Primary School

Vincent Road, Wembley, Middlesex, HA0 4HH

Executive Headteacher: Mr R Fenton

Headteacher: Ms T Bhambra

Chair of Governors: Mrs I Yarde

**Parent / Carer Consultation Meetings with Teacher**

Dear Parent / Carer

I am delighted to inform you that we will be holding our parent / carer consultation meetings at school on Monday 1st November 2021. This will be the opportunity for you to meet your child’s teacher face to face.

This meeting will cover the following things:

* How your child has settled in (friendships, attitude to work, etc).
* How often they are reading.
* Any specific areas that teachers would like you to focus in on.

As you are all aware, Covid is still very much prevalent in the community and therefore we will be asking all parents/carers to follow the rules as outlined below:

* Only one parent / carer to attend the appointment (you may bring your child as school will be closed to children on this day).
* All parents / carers to wear a face covering.
* The only entrance and exit point will be the front entrance on Vincent Road.
* Do not arrive more than 15 minutes prior to your appointment; if you arrive earlier, you will be asked to wait outside.
* Maintain distancing whilst in school.
* Use the hand sanitiser that will be available when entering the classroom.

On this day, you will also be provided with the pupil details that we hold for your child. Please sign this on the day to ensure that it is correct; provide us with the changes where necessary. This will be kept by the teacher.

In order to arrange the appointments, please fill out the slip below and return to school as soon as possible.

Yours sincerely

Ms T K Bhambra

Headteacher

Pupil Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle the most convenient time for you to meet with the teacher:

10:00am – 12:30pm 1:30pm – 2:30pm 2:30pm – 4:00pm

I would like the school to provide an interpreter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Language)

I have other children in the school\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_

(Names and classes) \*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/carer) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This information will help staff co-ordinate appointments for you