



# St James' Church of England Primary School

Paringdon Road, Harlow, Essex, CM18 7RH

Telephone: 01279 432459

Email: [Admin@stjames-ceap-harlow.essex.sch.uk](mailto:Admin@stjames-ceap-harlow.essex.sch.uk)

Website: [www.stjamescofeprimaryschool.co.uk](http://www.stjamescofeprimaryschool.co.uk)

Executive Head Teacher: **Mrs Gina Bailey**

Head of School: **Mrs Casey Cox**

## Opening doors to our future.

*I know all the things you do, and I have opened a door for you that no one can close. Revelation 3:8*

Thursday 1<sup>st</sup> October 2020

## Parent Teacher Consultation Meetings

In accordance with our COVID-19 risk assessment to keep visitors to site to a minimum, the parent teacher meetings will take place as phone consultations this term.

Please find below all the information you need to book a telephone appointment with your child's Class Teacher. The meetings will be held on the following days:

<b>MONDAY 12<sup>th</sup> OCTOBER</b>	<b>1:00PM – 6:00PM</b>	<b>(Reception and Year 5 only)</b>
<b>TUESDAY 13<sup>th</sup> OCTOBER</b>	<b>1:00PM – 6:00PM</b>	<b>(Year 2 and Year 3 – 1<sup>st</sup> half only)</b>
<b>WEDNESDAY 14<sup>th</sup> OCTOBER</b>	<b>1:00PM – 6:00PM</b>	<b>(Year 1 only)</b>
<b>THURSDAY 15<sup>th</sup> OCTOBER</b>	<b>1:00PM – 6:00PM</b>	<b>(Year 4, Year 6 and Year 3 – 2<sup>nd</sup> half only)</b>

During your 10-minute meeting the Class Teacher will discuss the following with regard to your child:

- Their general behaviour, attitude and learning.
- The English and Maths targets they are currently working towards.
- How you can support your child at home.

## How to book an appointment

1. Please complete the attached slip, indicating your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of the session you would like to receive your phone call, adding the name of your child and the telephone number you would like to be contacted on.
2. Please return the slip to school by Thursday 8<sup>th</sup> October.
3. The Class Teacher will then allocate a time for each child and send it home via your child.
4. The Class Teacher will then call you at the time given. Please note some calls may be made from mobiles with No Caller ID.

## Please note:

Appointments will be allocated on a first come first served basis.

Teachers will do their best to keep to strict timings and we thank you in advance for supporting the phone calls being no longer than 10 minutes.

Gina Bailey

Executive Headteacher



Our Core Christian Values: Respect, Responsibility, Community, Friendship, Forgiveness, Courage.

Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice for the dates given above.

Name of Child \_\_\_\_\_ Class/ Year Group \_\_\_\_\_

Telephone number: \_\_\_\_\_

1.00 – 1.30		2.30 – 3.00		4.00 – 4.30	
1.30 - 2.00		3.00 – 3.30		4.30 – 5.00	
2.00 – 2.30		3.30 – 4.00		5.00 – 5.30	
				5.30 – 6.00	

If you have more than one child you need a ‘meeting’ for on the same day, please indicate below and our teachers will liaise with each other to avoid giving the same time slots.

Siblings

Name of Child \_\_\_\_\_ Class/ Year Group \_\_\_\_\_

Please tick if you would like any further consultations and we will arrange these too:

I would like a telephone meeting with Mrs Walsham (SENCO)

I would like a telephone meeting with Mrs Cox (Head of School) or Mrs Bailey (Executive Headteacher)

**To be completed by the class teacher:**

**Date and time allocated:** \_\_\_\_\_



Our Core Christian Values: Respect, Responsibility, Community, Friendship, Forgiveness, Courage.