



The Federation of The Downs & Northbourne Church of England Primary Schools



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Head of School: Ms T Leighton

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Head of School: Mr M Reynolds

YEARS 1-6

02 October 2018

Dear Parents/Carers,

Parent consultations take place on Tuesday 16 October and Thursday 18 October 2018.

We are using the online booking system via our school website.

- In order to book your appointment slot go to www.downs.kent.sch.uk and visit the parent news tab – from the right hand side select parent consultations
- On the right hand side you will see a list of classes
- Click on the class that your child is in
- Add your child's name
- Select your appointment slot from between 3.30pm and 6.30pm – you will only be able to see which slots are remaining so the earlier you book the more choice you will have
- (You will need to repeat this for each child you have in school)
- **Make a note of your appointment day and time as it will clear from the screen straight away.** The system is unable to send an email reminder, but a time/date reply slip will be put in the home contact books shortly before half term.
- Please book by Thursday 11 October 2018.

If you do not have access to a computer, or this is not working for you, contact the school office and they will be able to book an appointment on line.

Parent consultations are an opportunity to give you a quick snapshot of your child's progress and how they are settled working in their year group. As it is only 10 minutes these are the questions you might like to ask or have answered:

- What is my child good at?
- What does he/she need help with?
- How can we help at home?
- What can my child do to help him/herself?
- Does she/he ask questions or join in class talks?
- Is my child well behaved?
- Is there anything I need to be concerned about?

If following this meeting you have concerns about how your child is progressing please do make another appointment with the class teacher to discuss this in more depth. This meeting may include other members of staff such as team leaders, family liaison officer or the Special Educational Needs coordinator.

Many of you do see the class teacher on a regular basis at the classroom door but consultations are an opportunity for a more relaxed face to face conversation about your child. Please do try to attend as we do like to see all parents before the end of term. Consultations for years 1-4 will be in your child's classroom. Years 5 and 6 will be in the hall.

Yours sincerely

Miss T Leighton
Head of School

