



28/2/24

Dear Parents, Carers and Friends,

Parental consultations will take place during the week of Monday 25th March 2024. On Wednesday 27th March there will be the opportunity for parents to speak to all class teachers between 3:30 - 6:10 pm. In addition to this class teachers will also be available on specific days (see timetable below).

All consultations will take place in person. Should you require a phone call consultation please speak to the class teacher about this and arrange a mutually convenient time separately.

Each consultation slot lasts for 10 minutes. We would be very grateful if you would be mindful of this when speaking to staff. If a longer time is needed to discuss something in more detail, we would be very grateful if this could be done by making a separate appointment time to the consultation. This way appointments run to time and accommodate all parents.

This parental consultation will use the slip below to book a time to see the class teacher. This will be based on a first come, first serve basis. The teachers will provide you with the next nearest time to the one that you have requested if this has already been allocated.

The appointment times available are set out for you below. The daytime consultations will take place in the small hall with Wednesday evening appointments in both halls.

Please can we ask that if you make an appointment to speak to teaching staff and are unable to attend at the allotted time, that you inform us as soon as possible. Thank you.

Teacher	School day consultation	Consultation Evening
Mrs Dixon/Miss McKell	Wednesday 27 th March 9:10am to 11:30am	All teaching staff parental consultation Wednesday 27 th March 3:30-6:10pm This includes Nursery parents who wish to see Mrs Uppal. Mrs Uppal is only available in this consultation session.
Mrs Harper/ Miss Jamal	Tuesday 26 th March 1:00 to 3:00pm	
Miss Crowther/Miss Aitchison	Monday 25 th March 1:00 to 3.00pm	
Miss Bibi/Miss Garrett	Wednesday 27 th March 1:00 pm to 3:00pm	
Miss Illingworth/Mrs Parsons/Mrs Sharples	Wednesday 27 th March 1:00 to 3:00pm	
Miss Borsos/Mrs O'Malley	Tuesday 26 th March 10:00 to 11:50am	
Miss Martin/Miss Little	Tuesday 26 th March 1:00 to 3:00pm	
Individual consultations can be made with Mr White on Wednesday evening 27 th March		

If you have a child that has an education plan (GAP/EHCP or SEND need), appointments can also be made to speak to Miss Burrell the school SENCO who will also be available on Wednesday evening. Please call the office if you wish to make an appointment.

If you have any queries, please do not hesitate to contact us.



**Cottingley
Village**
Primary School

Headteacher: Mrs N M Geale
CEO: Mr Duncan Jacques CBE

office@cottingleyvillageacademy.co.uk
www.cottingleyvillageacademy.org.uk

With kind regards,

Mrs N.M.Geale
Headteacher

PARENTAL CONSULTATION SLIP: PLEASE COMPLETE AND RETURN TO YOUR CLASS TEACHER

Child's name: _____

Class: _____

Date/ Time that would like consultation appointment: _____

Signed by parent/guardian: _____

Date: _____

Contact phone number in case there is an issue: _____