

**Headteacher**

John Galvin

**Petworth C of E Primary School**

South Grove, Petworth,  
West Sussex, GU28 0EE

**Tel:** 01798 342369

**Fax:** 01798 343195

**E-mail:** [office@petworth.w-sussex.sch.uk](mailto:office@petworth.w-sussex.sch.uk)

**Website:** [www.petworth.w-sussex.sch.uk](http://www.petworth.w-sussex.sch.uk)



26<sup>th</sup> March 2021

Dear Parents/Carers,

**Parent Teacher Consultations: Tuesday 27<sup>th</sup> April 4pm to 6pm; and Wednesday 28<sup>th</sup> April 4pm to 6pm**

Due to the present circumstances we will be holding our parent teacher consultations via Teams on the dates above. The main purpose of the discussion will be to discuss how your child has settled back to full time education; small step targets for the coming term; and how we can all support your child to reach their full potential.

Please **tick your preferred time period** for your Teams consultation and return it to me by **Tuesday 20<sup>th</sup> April**, so that I can confirm the time to you. We will send you a link, so you can meet me via Teams. Appointments are for 10 minutes; should it be necessary for a longer discussion I will be happy to arrange this with you individually.

Yours sincerely,

Class Teacher

**Please could you tick your preferred time period and return this reply slip by Tuesday 20<sup>th</sup> April, directly to Miss Pennicotte-Henrie. Thank you.**

**Name of Pupil** \_\_\_\_\_

**Tuesday 27<sup>th</sup> April 4pm to 6pm**

**Wednesday 28<sup>th</sup> April 4pm to 6pm**

4.00-4.30	_____	_____
4.30-5.00	_____	_____
5.00-5.30	_____	_____
5.30-6.00	_____	_____

If you have another child in the school please give their name and class here:

\_\_\_\_\_

Email address for Teams link to be sent:

\_\_\_\_\_

I/We would particularly like to discuss the following:

\_\_\_\_\_

Mrs Sandon-Webb will be available for Teams appointments **for parents whose children have an Independent Learning Plan (ILPs)** from 4pm-6pm on Tuesday 27<sup>th</sup> April and 4pm-5pm on Wednesday 28<sup>th</sup> April. **Please tick the preferred time.**

**Tuesday 27<sup>th</sup> April**    4.00 -4.30  4.30-5.00  5.00-5.30  5.30-6.00

**Wednesday 28<sup>th</sup> April**    4.00 -4.30  4.30-5.00

Name: \_\_\_\_\_ Signed: \_\_\_\_\_