

Miss E Hickling
Executive Headteacher

Mrs L Sanchez Daviu
Head of School

Tel/Fax: 01622 842674



Kingswood Primary School

Cayser Drive
Kingswood
MAIDSTONE
Kent
ME17 3QF

Email: office@kingswoodkentsch.co.uk

Website: www.kingswood.kent.sch.uk

Friday 29th September 2023

Dear Parent/Carer,

PARENT CARER / TEACHER CONSULTATIONS

Parent Carer/Teacher Consultations for children in all classes will be held on Tuesday 10th October from 3.30 – 6.00pm & Thursday 12th October 3.30 – 5.00pm.

Each consultation is for a maximum of ten minutes. If matters arise which need lengthier discussion, another appointment should be made with the class teacher for a later date.

Please arrive a few minutes early and wait in the school reception area for your class teacher to come and collect you. Consultations will take place in classrooms as the school hall is used for Wrap Around Care.

Please note that if you bring your child/ren, they will need to accompany you in the meeting, as we have no provision to supervise them on this occasion.

Appointment forms will be available in reception from 3.10pm on Tuesday 3rd October. If you would like to make an appointment to see one or more members of staff, please put your child's name down on the list in reception **by Friday 6th October.** We would ask that appointment forms are completed after school to avoid congestion in the reception area in the mornings.

If you have children in other classes, please remember to leave a 10 minute gap between appointments.

If you are unable or do not wish to attend the Parent Carer/Teacher consultation evenings, class teachers will be happy to communicate via email. Please email the school office if you prefer this option and the class teacher will contact you before the end of Term 1.

If your child is on the Special Needs register and you wish to discuss the provision that has been made further, please make an appointment to see Mrs Le Mar at a separate time. Mrs Le Mar is generally available to see parents on a Wednesday.



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There will be no after school clubs on Tuesday 10th October, Wednesday 11th October or Thursday 12th October - football club will still take place on Thursday and Wrap Around Care will be available for those who have pre-booked.

Yours sincerely

Mrs L Sanchez Daviu
Head of School

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