

February 2023

Dear Parents

We will be holding our second series of parent-teacher consultations (**P1-6**) during the week beginning **6 March 2023**. Please note the following, in particular the closing times all week. I must add here that you have been fantastic at taking heed of these arrangements throughout the year - emails are clearly so much more effective than hard copy letters (but we still need hard copy replies for these at the moment).

- *School will close at 12.45pm for all P1-4 pupils and 1.00pm for all P5-7 pupils every day during this week. This arrangement is to allow for appropriate preparation time.*
- *Appointments will be available between 1.10pm and 4.00pm and will last approximately 10 minutes. On Friday the last appointment will be 3.00pm.*
- *Choose two time slots, if possible, rather than stating a specific time as this cannot always be accommodated.*
- *Teachers liaise to ensure that appointments for those who have more than one child at the school will be given appointment times within the chosen time slots on the same day.*
- *Please complete a separate slip for each child.*

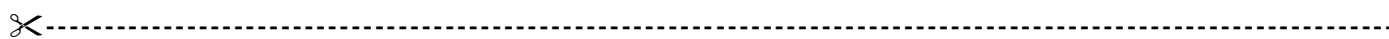
In order to help teachers plan their schedule, please complete the slip below and return it to school by **Monday 27 February 2023**. Should no times suit you during this week, you are welcome to contact the school to arrange a mutually convenient time.

I would also request that you complete the information in relation to siblings, as we want to coordinate times to suit families where possible.

Thank you for your cooperation.

Yours faithfully

Ralph Magee



Andrews Memorial PS Parent-Teacher Consultations: March 2023

Child's name		Class & Class teacher	
Date	1.10pm - 3.00pm	3.00pm - 4.00pm	
Monday 6 March			
Tuesday 7 March			
Wednesday 8 March			
Thursday 9 March			
Friday 10 March			

I / We are not available for consultation during the week 6-10 March 2023. I / We will contact the school to arrange a mutually convenient time.

Signed: _____

Siblings: _____ Class: _____

Please note the early closure times for all pupils every day, including P7s. The latter is to aid family logistics. For those families with siblings finishing at different times, please wait. It's only a few minutes and allows all the children to get their lunch. We are obliged to provide lunches for those on Free School Meals, hence the different finishing times. Thank you in anticipation of your cooperation.