



Downton Church of England VA Primary School

Gravel Close, Downton, Salisbury, Wiltshire SP5 3LZ

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Headteacher: Mrs Paula Carlton BA (Hons) QTS NPQH

Deputy Headteachers: Mrs A Bates BSc (Hons) and Mrs M Ford BA (Hons)



Friday 15th September 2023

Parents' Evening Monday 25th September and Thursday 28th September

Dear Parents and Carers,

At this time of year, we feel it is important that you have time to meet with your child's new class teacher(s) and for you to be able to discuss how they have settled in to their new year group.

All class teachers with the exception of Mrs Barclay will be available from **3:30pm – 6:00pm** on **Monday 25th September** and **Thursday 28th September**.

Mrs Barclay will be available for Squirrels class on **Monday 25th September** from **3:30pm – 6:00pm** and **Wednesday 27th September** from **3:30pm - 4:30pm**.

If your child's class has more than one teacher, please see the table below for which teacher is available when booking your appointment:

| Class | Monday 25 th September | Thursday 28 th September |
|----------|-----------------------------------|-------------------------------------|
| Badgers | Miss Sadler | Mrs Thomas |
| Kestrels | Mrs Wakeman | Mrs Wakeman |
| Hawks | Mrs Maddison | Mrs Johnson |

These important ten minute meetings will be held in your child's classroom. Please book your appointment using this link: <https://downtonpri.schoolcloud.co.uk/> The booking system can also be accessed via the 'Useful Links' section of the School Gateway app. **Please note that bookings will open at 7pm this evening, Friday 15th September.**

Once you have booked your slot, please keep a note of the time you have selected and arrive ten minutes before so that you have an opportunity to look at your child's books which will be in the corridor outside your child's class. Entrance to school will be via the main front entrance. The doors will open at 3:20pm. Appointments will need to stick strictly to the ten minutes allotted time so that these do not overrun for other families.

We appreciate your co-operation in making time to attend this important meeting on the set dates above. If for any reason you are unable to make the dates given, please let us know.

Yours sincerely,

Paula Carlton
Headteacher

