



BOTLEY C of E (Controlled) Primary School

52 High Street, Botley, Southampton SO30 2EA

Telephone: Botley (01489) 782308

Email: adminoffice@botley.hants.sch.uk

Website: www.botley.hants.sch.uk

Headteacher: Mr J Cooil B.A. (Hons) PGCE QTS

Acting Deputy Headteacher: Mrs R Shuttle B.Sc. (Hons) PGCE QTS

19th February 2024

Dear Parents,

PARENT - TEACHER CONSULTATION MEETINGS

27th and 29th February 2024

Parent consultation meetings will be taking place on Tuesday 27th and Thursday 29th February 2024, following the issuing of Mid-Year progress reports on Friday 23rd February.

Parental appointments will be for a maximum of ten minutes and the sessions will run from 3:30pm until 6:30pm. To be fair to all parents, and to prevent long periods of waiting, teachers will have to end the meeting after the allotted time, but if further time is required then they may be able to arrange an additional meeting for you at another time.

In Year 3/4, where children may have a different maths teacher to their class teacher the slots will be for five minutes but you can select up to two slots (these may be with the same teacher or with two different teachers depending on who teaches your child maths).

If you have a Year 6 child who is taught by Mrs Shuttle for Maths, she will be available for you to meet with after you have met your child's class teacher.

Mrs Roberts will be available on the Tuesday evening if you have any SEND queries. She will be arranging remote meetings to touch base with parents of children on the SEND register later this half-term.

Appointments can be booked via the online payments system SCOPAY and this form will go live tomorrow. If you have any queries regarding this please contact the school office.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Cooil'.

Mr J Cooil
Headteacher

