



Dear Parent/Carer,

25th September 2019

Parents' Evening

Parents' Evenings this term will take place on **Tuesday 15th October from 3.30pm to 7.00pm**, and **Wednesday 16th October from 3.30pm to 5.00pm**.

We hope you will be able to come into school during one of these evenings to discuss briefly with the class teacher the progress that your son or daughter has been making and to see the work that s/he has been doing. I'm sure you appreciate that with so many appointments in an evening, teachers will not have time for extended interviews, however they will be happy to arrange an appointment on another occasion if you need to discuss progress at greater length.

Please fill in and return the slip below as soon as possible, if you would like to make an appointment.

Yours sincerely,

Mr R Slater
Head of School

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Pupil's name**Class:.....**

I/we would like an appointment during the following periods of time: (It would be very helpful if you could give several alternatives)

Date	Time	Tick next to the time/date you prefer
Tuesday 15 th October	3:30pm – 4:15pm	
	4:15pm – 5:00pm	
	5:00pm – 6:00pm	
	6:00pm – 7:00pm	
	Anytime	
Wednesday 16 th October	3:30pm – 4:15pm	
	4:15pm – 5:00pm	
	Anytime	

