

Ladysmith Junior School

Pretoria Road

Exeter

Devon EX1 2PT

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Web: [www.ladysmithfederation.net](http://www.ladysmithfederation.net)

Email: junior.admin@ladysmithfederation.net

Headteacher: Mr Mark Wilkinson

 22/9/17

Dear Parents / Guardians,

We shall be holding our parent evenings on **Monday 2nd October and Wednesday 4th October** where you’ll be able to talk with your child’s teacher. Please complete and return the attached slip to your child’s teacher, giving an indication of the day and time most suitable to you. The class teacher will then be able to draw up a timetable to ensure a minimum of waiting time.

On the evenings, the year 3, 4 and 5 teachers will be in the hall and the year 6 teachers will be upstairs in the studio. Please enter school via the main reception door.

Yours sincerely,

Mark Wilkinson

Headteacher

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NAME OF CHILD: ............................................................................... CLASS: ....................

*In order to help us allocate times, if you have a child in another class in the school, please tell us their details below.*

BROTHER/SISTER (in the Junior School)......................................................CLASS: ...........

 **Monday 2nd October Wednesday 4th October**

|  |  |  |  |
| --- | --- | --- | --- |
| 5.00 - 6.00 p.m. |  | 4.00 - 5.00 p.m. |  |
| 6.00 - 7.00 p.m. |  | 5.00 - 6.00 p.m. |  |
| Either time |  | Either time |  |

(Please tick appropriate box for your preferred time slot)

SIGNATURE OF PARENT . . . . . . . . . . . . . . . . . . . . . . . .

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Name of child .........................................................Class: ................

Your appointment has been made for Monday 2nd October / Wednesday 4th October at ............p.m.