

8/3/19

Dear Parents / Guardians,

We shall be holding our parent evenings on **Monday 25<sup>th</sup> March and Wednesday 27<sup>th</sup> March** where you will 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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**A hard copy of this letter has been sent home with your child**

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 25 <sup>th</sup> March		Wednesday 27 <sup>th</sup> March	
4.00 - 5.00 p.m.		5.00 - 6.00 p.m.	
5.00 - 6.00 p.m.		6.00 - 7.00 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 25<sup>th</sup> March / Wednesday 27<sup>th</sup> March at .....p.m.