

Ms. S. Talib. Principal.
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6th November 2019

Dear Parents/Carers,

We would like to hold parents' evenings the same as last year so they will run from 1.15pm until 6.30pm on different days.

Monday 18 th November	Nursery and Year 5 parents day/evening
Tuesday 19 th November	Reception and Year 6 parents day/evening
Wednesday 20 th November	Year 1 and Year 3 parents day/evening
Thursday 21 st November	Year 2 and Year 4 parents day/evening

At this meeting you will be able to look at your child's books, discuss your child's progress and talk to your child's class teacher regarding any concerns you might have.

There will be an appointment system and 10 minutes time slots will be allocated.

When you arrive for parents' evening please come to the hall door next to the main office. I would like to remind you that unfortunately we are unable to accommodate children at the meetings so could you please make an appointment at a time when you can arrange childcare.

Please can you complete and return the following slip to your child's teacher so they can allocate appointment times as soon as possible. We will try to accommodate your preferred time but this is not always possible.

Mrs Crew

Child's Name _____

Teacher/Class _____

I would like an appointment between the following times. (Please tick time requested)

1.15 - 2.00	
2.00 - 2.45	
2.45 - 3.30	
3.30 - 4.15	
4.15 - 5.00	
5.00 - 5.45	
5.45 - 6.30	

Signed _____