



January 2020

Dear Parent/Carer

We are holding a Parents' Evening on Wednesday 29 and Thursday 30 January between 3.30pm and 6.00pm.

This is designed to give you the opportunity to meet with your child's teacher, discuss your child with them and raise any concerns you may have.

Please find below a slip which you should complete and return to your child's teachers by **Wednesday 22 January** to enable a time slot to be allocated to you. Pupils who we have not received a slip for will be allocated a time by the class teacher. Please record in the table below other siblings in school and every effort will be made to ensure that appointments for siblings in school are kept close to one another.

Time slots are for ten minutes. Should you have any need to speak to the class teacher for more than ten minutes, an appointment should be made at a mutually convenient time.

Yours sincerely

Mr. Harrison  
Headteacher

Child's Name: \_\_\_\_\_ Class \_\_\_\_\_

Please circle the day and time slot you would prefer and record any other siblings:

<b>Wed 29 Jan</b>	3.30 – 4.00pm	<b>Thu 30 Jan</b>	3.30 – 4.00pm
	4.00 – 4.30pm		4.00 – 4.30pm
	4.30 – 5.00pm		4.30 – 5.00pm
	5.00 – 5.30pm		5.00 – 5.30pm
	5.30 – 6.00pm		5.30 – 6.00pm

Siblings name:	Class: