

5th October 2017

Dear Parents,

On Monday 16th October 2017 from 3.30pm to 5.30pm and Monday 30th October 2017 from 4.30pm to 7.00pm, we would like to offer you the opportunity to come into school to meet your child's class teacher to discuss how they have settled into the new academic year. We will ensure that parents of siblings are given times on the same evening for your convenience.

Your meeting with the child's teacher **will last for 10 minutes**. **Please do ensure that you only use the allocated time of 10 minutes with the class teacher in order to ensure that the evening may run smoothly and on time for all parents and staff concerned. If after 10 minutes you feel that further time is required, the class teacher will arrange another mutually convenient time to meet you.**

To make an appointment, please complete the attached form and return it to your child's class teacher **no later than Tuesday, 10th October**. You will then be notified of your appointment time by Thursday, 12th October.

Please note that we will do our very best to ensure that you are allocated a time of your choice, but we cannot guarantee this. Times will be allocated on a first come, first serve basis.

Working in partnership.

Mrs P Gallant
Headteacher



PARENTS EVENING

Please tick your preferred option and return to your child's class teacher by Tuesday, 10th October 2017. ***Please do not return slips to the school office.***

***PLEASE
TICK***

<i>Monday, 16th October 2017</i>	<i>After School Session From 3.30pm until 5.30pm</i>	
<i>Monday, 30th October 2017</i>	<i>Evening Session From 4.30pm until 7.00pm</i>	

NAME OF CHILD:

SIGNED:
Parent/Carer

DATE: