

Executive Head Teacher: Mrs A Flack

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20<sup>th</sup> September 2017

Dear Parents/Carers

### Parents Evenings

We shall be holding parents evenings on Tuesday 17<sup>th</sup> and Thursday 19<sup>th</sup> October when you will have the opportunity to look at your children's work and discuss their progress with the class teacher.

Appointments will be of ten minute duration. Please fill in the form below to let us know your preferred day and time to allow us flexibility in arranging appointments, especially when timetabling families. Due to limited availability of time slots there will only be one appointment per child available. Split families will have to arrange whom attends.

Please complete a form for each child and return to the school office by Monday 2<sup>nd</sup> October 2017.

Yours sincerely

Mrs R Walker  
Head of School

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### Parents Evenings

Child's name ..... Class ..... Sibling in class .....

Please arrange an appointment within the times indicated: (please tick)

Tuesday 17<sup>th</sup> October    4 – 5 pm [ ]    5 – 6 pm [ ]    6 – 7 pm [ ]    anytime [ ]

Thursday 19<sup>th</sup> October    4 – 5 pm [ ]    5 – 6 pm [ ]    6 – 7 pm [ ]    anytime [ ]

Signed..... (parent/guardian)