

12th October 2017

Parents' Evening

Dear Parent(s),

Our Autumn term Parents' Evening is an opportunity for teachers to meet with you and discuss your child/ren's progress and attitude to learning during the first term in their new year group. It is especially important in Reception to discuss how your children have settled into school. Parents' Evening will be held over two nights on **Tuesday 24th October and Thursday 26th October**. Appointments will be for **5 minutes**. If you have any concerns which you feel cannot be addressed in five minutes please do not wait for the Parents' Evening but contact your child's class teacher for a separate appointment as soon as possible.

In order to make the discussion with teachers more confidential we will follow the procedure of previous years and see parents away from the classrooms.

All staff will see parents in the school hall. Please gain admission to school through the **main school entrance for Reception, Y1 and Y2** and the **junior entrance for all junior classes**.

Since the hall is in use there is nowhere for children to wait. If children have to attend with parents they will need to stay with parents throughout the evening.

Please complete the slip below and return as soon as possible to the school office. If you have more than one child in school, **please ensure you put all your children's names on one slip** – this makes allocating times easier. Invitation cards confirming the date and time, will be sent home at the end of next week. If you have any queries regarding Parents' Evening please contact the school office. **If you require an appointment with Mrs. Holmes, our Special Educational Needs Co-ordinator, please tick in box/boxes below alongside the relevant class.**

Thank you for your cooperation.

Yours sincerely,
B. Haigh
Headteacher

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Please complete and return **one slip per family, including all children in school.**

Child's name _____	Class Teacher _____	<input type="checkbox"/>	Mrs. Holmes
Child's name _____	Class Teacher _____	<input type="checkbox"/>	
Child's name _____	Class Teacher _____	<input type="checkbox"/>	

Please arrange appointment(s) for us/me with the above teacher/s at:

Tuesday 24th October

OR

Thursday 26th October

3.40 – 5.00 p.m.

3.40 – 5.00 p.m.

5.00 – 6.30 p.m.

5.00 – 6.30 p.m.

***Please delete times which are inconvenient.**

Parent(s) signature _____