

7th October 2016

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 25th October and Thursday 27th 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.

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. 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.

Slips should be returned no later than Monday 17th October. Time slots are arranged as soon as slips are received back. Late returns cannot always be accommodated.

Thank you for your cooperation.

Yours sincerely,

B. Haigh
Headteacher

Parents' Evenings

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

Child's name _____ Class Teacher _____

Child's name _____ Class Teacher _____

Child's name _____ Class Teacher _____

Please arrange appointment(s) for us/me with the above teacher/s within the following times:

Tuesday 25th October **3.45 – 5.00 p.m.** **5.00 – 6.30 p.m.**

OR

Thursday 27th October **3.45 – 5.00 p.m.** **5.00 – 6.30 p.m.**

***Please circle preferred time slot**

Parent(s) signature _____

If you require an appointment with Mrs. Holmes, our Special Educational Needs Co-ordinator, please indicate below.

(tick here if required)